(Faculty Letterhead)

(Reference from Faculty/ Project ID)

Date

General Manager

UNIMAS Holdings Sdn Bhd

Level 6, UNIMAS City Campus,

Lot 77, Section 22, Kuching Town Land District (KTLD)

Jalan Tun Ahmad Zaidi Adruce

93150 Kota Samarahan

Sarawak

**Through:**

Senior Director

Research, Innovation and Enterprise Centre,

UNIMAS

Tuan,

**Issuance of Purchase Order (PO) for (Name of Service/Supply) – Project (Name of Project and Project ID)**

With reference to the above matter, we would like to request for the issuance of Purchase Order (PO) for the said purpose.

Please be informed this purchase has been planned and budgeted within the approved project proposal by the funder.

Attached are the following for your perusal:

1. Quotation from (Name of supplier and amount)
2. Supporting documents from the funder

Please contact the undersigned should you need further details pertaining to the above.

Thank you.

Sincerely,

Project Leader’s Signature

**Project Leader’s Name**