April 27,2017

Mr Ng Keng Hoong ,  
Multimedia University,

63000, Cyberjaya

Selangor.

Dear Mr Ng,

Subject: Attendance for 20/04/2017-25/04/2017

Refer to above matters, I Gooi Wue Xiang, student id: 1132700627 would be unable to attend to classes on the date stated as above.

This is due to my grandfather’s funeral. Attached death certificate.

Thank you.

Your Sincerely,

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GOOI WUE XIANG

Student ID :1132700627