

Date: 4th November 2025

To:
Senai International Airport
81250 Senai, Johor

Dear Sir/Madam,

Application For Parking Approval At Senai Airport

We refer to the above matter.

2. We, from Shins Corporation Sdn Bhd, would like to apply for parking facilities at Senai Airport for our staff members listed below:

NO	NAME	Vehicle	Payment
1	Yuhanis Nazira Binti Ismail	WWY 2256	Individual
2	Yustina Ling	VPG 5029	Individual
3	Chuh Hui Yi	JHU 5505	Individual

3. For applications that are fully covered by the company, the submission in the portal will be made under the company's name. However, if the parking fee is paid individually by the staff, each person will submit their own application in the portal using their individual name.

4. We kindly request for this letter to be endorsed by SATS Management (Retail Department) as part of the supporting documents for the application.

5. We appreciate your attention and assistance in processing this application.

Thank you for your kind cooperation.

Yours sincerely,

Queenie Lai

Asst Manager (Accounts, Admin & HR)