

Date: \_\_\_\_\_

Our Company Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: Senior Manager  
FIS Data Link Sdn Bhd  
18, Lorong Medan Tuanku Satu  
50300 Kuala Lumpur

**FAX: 03-2602 4291**

Dear Sir/Madam,

**Request for New Password**

I would like to request for a new password for my User ID \_\_\_\_\_  
due to \_\_\_\_\_

My personal details are as below:

User Name : \_\_\_\_\_  
IC No : \_\_\_\_\_  
Place of Birth : \_\_\_\_\_  
Mother's Maiden Name : \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
**Authorised Signatory (Manager)**

Name : \_\_\_\_\_

I/C No.: \_\_\_\_\_

\_\_\_\_\_  
**Users' Signatory**

Name : \_\_\_\_\_

\* please kindly print this letter by using company letter head.