



MEMO

Division Academic Division, the Petroleum and Petrochemical College, Tel. 84113, 84116

Ref.

Date

Subject:

Dear Dean via Associate Dean

I am Mr./Ms./Mrs. ID.No.

- ☐ Petroleum Technology
☐ Petrochemical Technology
☐ Polymer Science

I wish to (Request for).....

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.....
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Because (Reason for the request).....

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.....
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Student's Signature.....

(.....)

Date

Advisor's Signature

(.....)

Date