**<Letter Date>**

**To: MINDEF**

**Re: Application for Deferment of ICT**

This is to certify that <Employee’s Full Name>, <Employee’s NRIC Number>, is employed on a <full-time/part-time> basis by our company since <Employment Start Date> as a <Job Title>.

We are applying to defer his ICT on <Reservist Start Date> to <Reservist End date> to a later date. In view that <reason for deferment>.

We hope you will consider our request to defer his ICT and look forward to a favorable reply.

Thank you.

Yours sincerely,

**<Sign off> <Company Stamp>**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<Name of Company’s Representative>**

**<Job Title>**

**<Mobile Number>**