

*Sample office memo for translation of materials  
at Kudayberdiyev Languages Triunity Center*

**To First vice-rector  
of NJSC KTU  
Dr. Eng., Professor  
Zhetessova G.S.**

**Office memo**

\_\_\_\_\_, 20\_\_

I hereby request you to translate from the \_\_\_\_\_ into the \_\_\_\_\_ language the presentation (*article, tutorial*) in the amount of \_\_\_ pages at the *Kudayberdiyev Languages Triunity Center*. The deadline is before \_\_\_\_\_, 20\_\_.

The translation is required for the purpose of \_\_\_\_\_.

**Position, department**

(*signature*)

**Ivanov I.I.**