

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

**To Compliance Officer
Zhetessova G.S.**

Office memo

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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.