

Sample Letter

shingofilename@gmail.com

(1)

Incomplete Mark "i"

EXAMPLE & SAMPLE of email format (you should use own words, use your own information)

To: shingoacademy@gmail.com

Subject: Incomplete Mark

I have sent my exam answer before the due date. I sent it to an email address given by the AeU Exam Unit. I have also submitted the assignment before the due date. Attached is the screenshot of proof that the assignment has been submitted successfully.

However, the result shows "I" incomplete mark. Kindly check for me.

Subject Code: MPU3222

Subject Name: Academic Writing

Semester: September 2024

Course Name: Graduate Diploma in Early Childhood Education

Learning Centre: Shingo - Seremban

Full name: Tan Cheong Fen (your name printed in IC)

Student ID: E30301200038

Login to myAeU password: shingo

IC No: 880208016983

Handphone No: 0124320988

Thank you.

Regards,

You Sign Here

Tan Cheong Fen

(1.2)

“I” Incomplete Mark

EXAMPLE & SAMPLE of email format (you should use your own words, use your own information)

To: shingoacademy@gmail.com

Subject: Incomplete Marks

I have submitted the assignment at myPLS before the due date and also attended the exam.

However, the exam result shows ""I"" incomplete. Please help to check and reply.

Subject: ECE232 Children Learning Mathematics
Course Name: Graduate Diploma in Early Childhood Education
Learning Centre: Shingo Seremban

Full name: Tan Lee Ng
Student ID: E30301160986
Login myAeU password: shingo
IC No: 780208016983

Thank you.

Regards,

You Sign Here

Tan Lee Ng

(2)

Postpone Semester

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

Date: 10th May 2025

To: shingoacademy@gmail.com

CC: shingostudentaffair@gmail.com

Subject: Postpone September 2024 semester

I would like to request to postpone my study for 1 semester (September to December 2024) due to personal problems.

My details are as follow:

Course name: Graduate Diploma in Early Childhood Education

Learning Centre: Shingo Penang

Full name: Tan Lee Liew (Your name shown in IC)

Student ID: E30309240989

Login myAeU password: shingo

IC No: 780208016986

Thank you.

Regards,

You Sign Here

Tan Lee Liew

(3)

Late Assignment

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

To: shingoassignment@gmail.com

Subject: Late Assignment

Due to personal problems, I have delayed the submission of assignment with details as follow.

Subject: ECE233 Humanities for Young Children
Course name: Graduate Diploma in Early Childhood Education
Learning Centre: Shingo Seremban

Full name: Tan Lee Chong
Student ID: E30301160986
Login myAeU password: TAE30301161986
IC No: 680208016989

Thank you.

Regards

You Sign Here

Tan Lee Chong

(4)

Add Subject

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

To: shingoacademy@gmail.com

Subject: Add Subjects

I would like to request to add subjects with details as follows.

Please inform me upon approval by the university.

Subject 1:	ECE221 Science for Young Children
Subject 2:	ECE133 Growth and Development of Children
Subject 3:	ECE232 Children Learning Mathematics

Course name:	Graduate Diploma in Early Childhood Education
Learning Centre:	Shingo Seremban
Full name:	Chong Tan Ng
Student ID:	E30309240986
Login myAeU password:	shingo
IC No:	690906016989

Thank you.

Regards,

You Sign Here

Chong Tan Ng

(5)

Drop Subjects

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

To: shingoacademy@gmail.com

Subject: Drop Subjects

I would like to request to drop subjects with details as follows. Please inform me upon approval by the university.

Subject 1:	ECE221 Science for Young Children
Subject 2:	ECE133 Growth and Development of Children
Subject 3:	ECE232 Children Learning Mathematics

Course name:	Graduate Diploma in Early Childhood Education
Learning Centre:	Shingo Seremban
Full name:	Chong Tan Ng
Student ID:	E30309240986
Login myAeU password:	shingo
IC No:	690906016989

Thank you.

Regards,

You Sign Here

Chong Tan Ng

(6)

Re-Register Subject

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

To: shingoacademy@gmail.com

Subject: Re-Register Subject

I would like to request to re-register the following subject to improve my grade.

Subject: ECE223 Children with Special Needs
Course name: Graduate Diploma in Early Children Education
Learning Centre: Shingo Seremban

Full name: Lee Chong Ng
Student ID: E30309240686
Login myAeU password: shingo
IC No: 780608016983

I agree to pay the full fee of the subject including the exam fee.

Thank you.

Regards,

You Sign Here

Lee Chong Ng

(7)

Quit Letter

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

Date: 10th May 2025

To: shingoacademy@gmail.com

CC: shingostudentaffair@gmail.com

Subject: Quit / Stop / Cancel Study

This is to inform you that I have decided to quit studying with immediate effect.

Course name: Diploma in Early Childhood Education

Learning Centre: Shingo-UGM Miri

Full name: Joanne Kwo Jia Hui

Student ID: 2024.5.HS02.0003

Login myAeU password: shingo

IC No:

Thank you.

Regards,

You sign here

Joanne Kwo Jia Hui

(8)

Refund of Excess Money after Convocation

EXAMPLE & SAMPLE of email format (you should use your own words, use your own information)

Write an email to request for a refund 2 weeks (14 days) after Convocation.

To: convo.finance@aeu.edu.my

Subject: Refund of Excess Money after Convocation

Dear Sir/Ms,

I would like to request a refund of RM230 as shown at the Account Balance. Kindly deposit the money into my personal account as follow:

Full Name: Tan Choo Ng
Bank Name: Maybank
Account No: 507134501202
Refund Amount: RM230.00
Student ID: E30301160966
IC No: 880208016983
Course Name: Graduate Diploma in Early Childhood Education
Learning Centre: Shingo Batu Pahat

Thank you.

Regards,

You sign here

Tan Choo Ng

(9)

Request for AeU Student Email Address and Password

EXAMPLE & SAMPLE of email format (you should use your own words, use your own informations)

From: Your email address

To: tech-support@aeu.edu.my

CC: shingoacademy@gmail.com

Subject: Request for AeU Student Email Address and Password

For the coming examination (September 2024 semester), I would like to request your help to prepare the AeU Student Email address and also the password. This is to help me to prepare for SOFE (Synchronous Online Final Examination) which will start from 12th September 2024.

Your kind assistance and quick response will be very much appreciated.

Course name: Graduate Diploma in Early Childhood Education

Learning Centre: Shingo Batu Pahat

Full name: Tan Choo Ng (Your name shown in IC))

Student ID: E30301160966

IC No: 880208016983

Thank you.

Regards,

You Sign Here

Tan Lee Ng

(10)

Re-take Exams

EXAMPLE & SAMPLE of email format (you should use your own words, use your own information)

To: exam@aeu.edu.my

CC: shingoacademy@gmail.com

Subject: Retake Exam for 3 Subjects

Due to family problems, I have not taken the exams for 3 subjects as listed below. I have also postponed one semester from January to April 2021.

As my life is back to normal now, I would like to request to retake the exams in the coming semester May 2021. The exams are expected to be held in August 2021.

Three (3) Subjects to Retake Exams in August 2021

Subject No. 1: ECE211 Language and Literacy in Young Children

Subject No. 2: ECE135 Leadership and Management of Early Childhood Centres

Subject No. 3: Children with Special Needs

Student Details

Course Name: Graduate Diploma in Early Childhood Education

Learning Centre: Shingo - Penang

Full name: Tan Choo Ng (Your name shown in IC)

Student ID: E30309240966

Login myAeU password: shingo

IC No: 880208016983

Thank you.

Regards,

You Sign Here

Tan Lee Ng

(11)

Not Able to Login MyAeU

EXAMPLE & SAMPLE of email format (you should use your own words, use your own information)

To: tech-support@aeu.edu.my

CC: shingoacademy@gmail.com

Subject: Not Able to Login MyAeU

I am not able to login to myAeU when using my Username and Password as follows. I have tried to reset the password by following the guidelines given but also failed.

Username: E30305210869
Password: shingo
IC No: 880208016983
Full name: Tan Choo Ng (your name shown in IC)
Student ID: E30309240869
Handphone No: 0134890986
Kindly check and reply.

Thank you.

Regards,

You Sign Here

Tan Choo Ng

(12) Practicum Confirmation

Email: shingofilename@gmail.com

  [Click here for the Google Docs file](#)

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Date: 08th February 2023

Dear Sir/Ms,

Practicum Confirmation

This is to confirm that Miss Tan Lee Choo (nickname) has graduated from our programme, Graduate Diploma in Early Childhood Education, Asia e University.

She has completed and passed the Practicum as required by the programme. She has completed 14 weeks of practicum, with 5 weeks at nursery center (75 hours of observation and teaching practices), 7 weeks at kindergarten (105 hours of teaching practices) and 2 weeks of writing practicum report (30 hours).

The practicum covers the observation, child care works and teaching practices at nursery center and kindergarten with children aged from 2 to 6 years old.

This programme uses English as a medium of instructions.

Note:

1. Nursery centers (or called Taska in Malaysia) provide child care services to the children aged from 2 to 3 years old.
2. Kindergarten centers (or called Tadika in Malaysia) are preschools that provide education services (teaching and learning) to the children aged from 4 to 6 years old.

Thank you.

Yours Sincerely,

Prof Dr. John
Dean
School of Education & Cognitive Science
Asia e University

EXAMPLE & SAMPLE of email format (use your own words, your own informations)

👉👉 Email Address: exam@aeu.edu.my

If you encounter problems to submit your examination answer, you need to inform the university's Exam Unit immediately. You need to send an email to exam@aeu.edu.my with your student details so the an investigation can be carried out and a solution can be given to you.

Among the common problems encountered during examinations are as follow:

- Forgotten to submit the examination answer and missed the due date
- Internet line broke down
- Computer broke down
- Submit the wrong file (wrong examination answer)
- Problem with the system, myPLS

To: exam@aeu.edu.my

CC: shingoacademy@gmail.com

Subject: Computer Problem When Submitting the Examination Answer

When I was submitting the examination answer, my computer suddenly stopped functioning and shut down. And I missed the submission due date. I have sent my computer for repair and I can only take back my computer one week later. Please advise what should I do now.

Student Details

Course Name: Graduate Diploma in Early Childhood Education
Subject Code: ECE123
Subject Name: Curriculum and Teaching Strategies in Early Childhood Education
Exam Week: 10th to 17th December 2023

Full name: Tan Lee Ng
Student ID: E30309230986
Learning Centre: Shingo – Seremban (Your Town)

Thank you.

Regards,
Tan Lee Ng

(14) General Problems

EXAMPLE & SAMPLE of email format (use your own words, your own informations)

To: shingoacademy@gmail.com

Subject: Problem

Tell you problem.....

Subject: ECE211 Language and Literacy in Young Children

Course name: Graduate Diploma in Early Childhood Education

Learning Centre: Shingo Batu Pahat

Full name: Tan Choo Ng

Student ID: E30301160966

Login myAeU password: TAE30301160966

IC No: 880208016983

Thank you.

Regards

Tan Lee Ng