To

The Project Manager

KPITB.

**Subject: Claim request for release of remaining 50% stipend upon final assessment.**

Dear Sir,

This is to inform you that final assessment of the below mentioned internees has been conduct by the assessment committee of KPITB as per schedule. It is therefore requested to please release the remaining 50% stipend of the interns after the completion of 6 months internship program.

1. ABCD
2. XYZ
3. YTH

Best Regards,

CEO Signature

Company Name

Stamp