

Sithamparapillai Katheeskumar
BAT/IT/2018/FT/030
Mandapathady, Kannankudah,
Batticaloa.

Director,
Advance Technological Institute,
Kovil Kulam,
Arayampathy,
Batticaloa.

Dear Sir,

REQUESTING A LETTER FOR INDUSTRIAL TRAINING

I am Katheeskumar (Registration Number: BAT/IT/2018/FT/030), a 2nd Year student, following HND in Information Technology course at ATI Batticaloa. I need to attend a compulsory industrial training for my course.

Therefor I kindly request you to give me a letter for my industrial training at Zonal Education Office, Batticaloa West, Kurinchamunai, Kannankudah.

Thank you

Your faithfully