

To

The Head of Department

Computer Science and Engineering

Institute of Technology Gopeshwar

Chamoli 246424

Date: 26/08/2019

**Subject: Application for Reimbursement of Summer training Expenses**

Sir

I am writing this application for reimbursement for the expenses of the summer training program. I have done my training from **N.I.E.L.I.T, Delhi** on the topic **Big Data & Hadoop**. It was a 6 week program from **June 13- July 26, 2019** in which we were introduced to Big Data & Hadoop, working with Hadoop, Map Reduce programming using Java.

I spent money on living and food during this training. After all the training I was given the bill and paid. I request you to please reimburse that money. The report file of the training program and the summery of the expense is attached to the application.

I hope that you will grant me this request and I look forward to hearing back from you.

Yours sincerely,

Preet Govind

(161340101021)

CSE 4<sup>th</sup> year

*Preet Govind*