

The Manager  
Berandina Employment centre  
Trincomalee  
06<sup>th</sup> of January 2020

Dear Sir,

### Request for 3<sup>rd</sup> Installment Payment

This is to inform you that we have Completed 3<sup>rd</sup> Month for Diploma in Computerized Accounting Course (DICA). Therefore, please kindly make necessary arrangements to settle payment.


The payment details are as follows,

No of Trainees: 09nos

Total amount per students: 12,000.00

Third Installment:  $4000 \times 09 = 36000.00$

Thanking you

  
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BUSINESS & TECHNOLOGICAL EDUCATION COLLEGE  
No. 70/1, Thiruganasampanthar Street,  
Trincomalee.  
TVEC. Reg.No: P19/0067, BR/ No. 15967

Best Regards  
Managing Director  
BTEC Campus  
[btec.ceo@gmail.com](mailto:btec.ceo@gmail.com)  
0764322221/0262224335  
Trincomalee