



## Global Bizz Group

The Manager,  
Berendina,  
Kandasamy kovil Road,  
Trincomalee.

09<sup>th</sup> April, 2019.

Dear Sir,

### **Request for Third payment**

This letter is confirm that the two of our students are studying ICT-Technician NVQ level 04 course in our college. This course duration is 6 month (November 2018 to April 2019) and the course fees is LKR. 16,000.00 per student. The following students are continually participating the classes so could you please make arrangement to release the Third payment.

The student detail

NO	Name of the student
1	Sakthivel Rajasthani
2	Pusparasa Tharshaan

Thank you for your response for this matter.

sincerely

  
MRS.S. Malaththy

Director / Manager

Address -No 06 New Moor Street, , Trincomalee, Srilanka

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