CB/TRU/LOC/VARYEAR Date:VARTODAY

General Manager

**VARPROGRAMTITLE**

VARORGANISEDBY has announced the Annual Sessions which will be held on VARSTARTDATE at VARVENUE

The following officers have applied to attend with the recommendation of respective AGMs.

Your approval is sought for the above nomination and programme VARMEMBERFEE (per member), VARNONMEMBERFEE (per non-member), VARSTUDENTFEE (per student members). Participants should be paid by the respective AGM section.

Eng. LCK Karunarathna,

Training Manager