CB/TRU/LOC/VARYEAR Date:VARTODAY

General Manager

**VARPROGRAMTITLE**

VARSORGANISEDBY 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name | Designation | Nature of Appointment | Recommendation |
|  |  |  |  |  |

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