CB/TRU/LOC/GetYear Date: GetToday

General Manager

**GetProgramTitle**

${organised\_by} has announced the Annual Sessions which will be held on ${start\_date} at ${venue}

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name | Designation | Nature of Appointment | Recommendation |
| ${no} | ${name} | ${designation} | ${nature\_of\_the\_employment} | ${recommendation} |

Your approval is sought for the above nomination and programme ${member\_fee} (per member), ${non\_member\_fee} (per non-member), ${student\_fee} (per student members). Participants should be paid by the respective AGM section.

Eng. LCK Karunarathna,

Training Manager