

FORMAT OF DEMAND LETTER BY TRAINING PARTNER

(On Letter Head of TP- Blank/dotted space to be filled)

Ref. no.....

Date:./../.....

To,
The Commissioner,
Tribal Research & Training Institute,
28, Queens Garden,
Pune-411001

Subject: Demand Letter for release of 1st instalment for batch ID.....

Reference: Sanction order issued by Tribal Research & Training Institute, Pune Ref.
No.....Dated.....

Respected Sir,

Tribal Research & Training Institute, Pune has accorded the sanction for implementing
“Jaipalsingh Munda Placement Linked Skill Development & Training Program” vide
letter referred above.

This office has successfully achieved the following milestone of the project

1. Centre readiness form.
2. Verified list of candidate from concern ITDP PO office.
3. Batch freeze report along with minimum seven days biometric/portal attendance

We have also incurred direct and indirect expenses for executing the above project sanctioned
by your office.

It is therefore requested to release the first 20% instalment of Amt. Rs.....
(Amt. in words.....) and help us to implement the project.

Thanking You.

Yours Sincerely,
Name & signature with
Stamp of Training Partner

Encl. Documents:

1. Centre readiness form.
2. Verified list of candidate from concern ITDP PO office.
3. Batch freeze report (kindly download from portal)
4. Minimum seven days biometric/portal attendance
5. Detail Invoice (as per portal)

Note: All documents should be signed with stamp by TP