

FORMAT OF DEMAND LETTER BY TRAINING PARTNER

(For release of 3rd Installment)

(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 3rd installment for Successfully Placed Trainees per batch with Batch ID Batch ID TRTI/_____ (3rd Installment)

Reference: Sanction order issued by Tribal Research & Training Institute, Pune
Ref. No TRTI/ESDP/0000 Dated 00/00/2022

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. Trainees Joining Letter / Offer Letter with Student Sign– Batch wise (Uploaded on portal)
2. 3 Month Salary Certificate (jointly signed by company HR/Manager/Proprietor and student) / Bank Statement of Placed Trainees – Batch wise (Uploaded on Portal)
3. Submission of Placement Feedback Form (Batch wise)

We have also incurred direct and indirect expenses for executing the above project sanctioned by your office. It is therefore requested to release the second 40% installment of **Amt. Rs 0000 (Amt. Rupees Only)** and help us to implement the project.

Thanking You.

Yours Sincerely,

Name

Designation

Documents to be enclosed:-

1. Submission of Invoice (Auto generated from Portal) dully signed and stamped
2. List of Successfully Placed Trainees per batch dully signed and stamped.
3. Trainees Joining Letter / Offer Letter with Student Sign– Batch wise (Uploaded on portal)
4. 3 Month Salary Certificate (jointly signed by company HR/Manager/Proprietor and student) / Bank Statement of Placed Trainees – Batch wise (Uploaded on Portal)
5. Submission of Placement Feedback Form (Batch wise)
6. Student Placement Video
7. Placement sheet format.