

FOR CONTRACTORS / COMPANY
(TO BE PRINTED ON LETTERHEAD)

To,
The Manager,
Wonder Cars Pvt Ltd,
Maruti Driving School.
Pune -411019

Date:

Sub: Letter of Approval for REFRESHER COURSE for Teachers

Dear Sir,

As per discussion we are permitting you to conduct a **REFRESHER TRAINING PROGRAMME** for our Teachers on date _____ from _____ to _____. We have been providing pick up & drop services to _____.

The number of Teachers who would be attending the Programmed would be ___.

Thanking You.

Yours Sincerely,

XYZ

Name, Signature & Stamp.