

To
The President
IET
Hyderabad.

Centre (Seal)

Sub: Requesting to Conduct the Examinations at our Centre- Reg.

Respected Sir

We are happy to inform you that, We have successfully completed the training to our students. We are planning to conduct the Examinations on _____ We are sending the detailed students list and hall tickets.

S.no	Subject	No. of Students
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Examination fee	:	
Examiner Charges	:	
Total	:	

We are paying the amount Rs _____ by Cash/DD No _____
Please send your examiner to conduct the examinations at our Centre. We will arrange the proper requirements for conducting the examinations.

Thanking you

Yours truly

Name :

Designation :

Centre Seal