

Dear Sir,

Further to our letter dated 6th December, 2016 we like to inform that the training programme on “**General Banking (with emphasis on customer service) for CLERKS**” is scheduled to be held on **20th and 21st January, 2017 (Friday - Saturday)** at our Conference Hall.

The fee per participant is Rs. 1000 + Service tax Rs. 150 (**Total Rs. 1150**)

We request you to nominate at least two clerks for this programme from your bank.

Thanking You

(K. V. Lakum)
Associate Consultant (Training)