

FORMAT OF DEMAND LETTER BY TRAINING PARTNER
(On Letter Head of TP - Blank /dotted space to be filled)

To,
The Commissioner
Tribal Research and Training Institute
28 Queen's Garden near old circuit house
Pune- 411 001

Subject: Demand letter for release of installment number-----
Reference: Sanction order issued by ESDP Division TRTI Pune Ref No. ----- Dated-----

Sir,
TRTI Pune has accorded the sanction for implementing Entrepreneurship and Skill Development project vide letter referred above.
This office has successfully-achieved the following mentioned milestone of ESDP project.

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

The amount received from your office so far is spent on the sole purpose of the project.
The Utilization Certificate (UC) as per the standard format is attached herewith.
It is therefore requested to release the further installment of Rs. ----- and help us implement the ESDP project smoothly.

Thanking You,

Yours Sincerely

Name & Signature of Head of Institute

Encl. UC if applicable (From installment no. 2 and above)