

6 NOVEMBER 2024

Batam Tohrism Polytechnic
Tiban Batam

Dear Ms Eva,

Overseas Service & Development Programme – Sustainability Trail to Batam (Indonesia) in Nov 2024

Greetings from ITE College Central.

My name is Alex Yeo, and I am the Deputy Manager of Student Development from ITE College Central (ITECC) in Singapore. We are keen to visit your esteemed Polytechnic on Monday, 11 Nov 2024 at 1400 hrs (Indonesia time) to promote cross-cultural learning and to provide both yours and our students with the opportunity to experience the academic and cultural environment at your Polytechnic through an exchange programme between our students.

There will be an estimated total of 58 students and 6 staff, from the ITECC to Batam as part of our Overseas Experiential Programme. We believe that such exchange between our students will promote mutually beneficial understanding and broadening of the educational horizons of our students.

During the visit, we hope to have a better understanding of the sustainability efforts in your Polytechnic. We welcome any of your proposed programme as it will also benefit our students.

Also, we have appointed Global Travel Services Pte Ltd to arrange our logistics in Batam during our stay from 9 to 12 November.

Your support for ITECC will go a long way in building lasting relations for our institutions. We are happy to host your Polytechnic when opportunity arises in the future.

We look forward to your favourable reply.

Thank you for your time and consideration.

Yours sincerely

With Regards.

YEO Choon Hock, Alex
Deputy Manager/Student Development/ITE College Central (Community Engagement)
DYM/SDV/CC

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