

Batam, October 18th, 2021

Nomor : 318/SKL/BTP/X/2021
Subject : Request Letter for OJT

To
HR & Learning Manager
Batam Marriott Hotel Harbour Bay
Harbour Bay Downtown, Jl. Duyung No.Kel, Sungai Jodoh, Kec. Batu Ampar, Kota
Batam
Kepulauan Riau - Indonesia

Dear Manager,

On behalf of this letter, we would like to inform you our students' list who are interested to join their internship program on January 2022 at your Hotel. The student's name is below

NO	NAMA	DEPARTMENT
1	Nurul Khasanah	Room Division Management

The period for the Internship will be 6 months, started from January to June 2022. This 6 months' internship program is mandatory for our students to take in order to complete their study program in campus. We hope that our students may contribute their skills and knowledge and gain experiences during training at your Hotel if they are accepted.

We feel so honoured to have this partnership in training and look forward for developing our future collaboration.

Best Regards,

**BTP**
Batam Tourism
Polytechnic

Jaka Parama Andiatami
Internship Coordinator & Career Development Centre