

Batam, March 1st, 2021

Nomor : 063/SKL/BTP/III/2021
Subject : Request Letter for OJT

To
Human Resources Manager
InterContinental Jakarta Pondok Indah
Jalan Metro Pondok Indah Kav. IV 1 16
Daerah Khusus Ibukota Jakarta - Indonesia

Dear Manager,

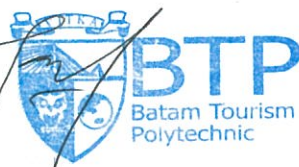
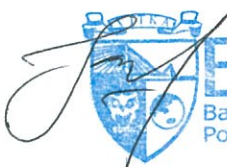
On behalf of this letter, we would like to inform you our students' list who are interested to join her internship program on March 2021 – September 2021 at your Hotel InterContinental Jakarta. The students names is below

NO	NAMA	DEPARTMENT
1	NABILA KHALDA	CULINARY

The period for the Internship will be 6 months, started from March to September 2021. 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