

To  
The Executive Director  
Training Institute for Chemical Industries  
Palash, Narsingdi-1611.

**Sub : Application for Training Certificate.**

Dear sir,  
I have completed/participated in a training course conducted by the  
..... Department of TICI  
Details of which are given in overleaf. Presently I am in needed of a Training  
Certificate. I would therefore, request you to kindly me above mentioned certificate. I  
am authorized Mr. .... whose specimen signature is  
appended below receive the certificate on my behalf.

Regards,  
Yours faithfully

(Signature of Participants)

Name : .....

Designation : .....

Organization : .....

Present Address : .....

(with phone number if any .....) )

Specimen signature of Mr. ....

1. .... 2. .... 3. ....

The above specimen signature is attested

Signature of the participants

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I do hereby acknowledge the receipt of the certificate issued by the institute in  
correct and good condition.

Date .....

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Signature of the receipt

