

**PT. Trakindo Utama Training Center**  
Jl. Raya Narogong KM. 19, Cileungsi - Bogor 16820  
West Java - INDONESIA  
Phone: +62-21-8233361 (Hunting), Fax: +62-21-8233360

## Seat Confirmation Letter

Ref No. : 0264/SCL/L&TD/II/18  
Date : February 23rd, 2018  
To : **Muhammad Syarifuddin** - SN SAP : 4464  
From : Learning & Development Manager  
CC : Service Operation HO Southern  
Branch Manager HO Southern  
Learning & Development Area Southern Kal

Dear All,  
Aligned with corporate initiatives, Learning and Development - Head Office will conduct:

Class of : **Instructor Summit**  
Date : 05 - 06 March 2018  
Time : 07.00 - 17.00 WIB  
Venue : PT. Trakindo Utama Training Center  
Jl. Raya Narogong KM. 19, Cileungsi, Bogor.  
Tel : (021) 8233361

Training Center will provide dormitory including meals and laundry for the participants who will attend the training.  
All participants have to check-in at the dormitory before training started and check-out after the training finished.

- Check-in date : **04 March 2018**
- Check-out date : **07 March 2018**

Student must bring their own:

- Safety shoes
- Overall for all technical course

Training Center should be notified for attendees confirmation at least one week before the course commencement.

Should you need further assistance, please do not hesitate to contact us.

Yours sincerely,



**Sumardi**  
Learning & Development Manager

***Attached road map to Training Center Cileungsi***