

SYARIKAT ABC

Human Resource Development Corporation (HRD Corp)  
Wisma HRD Corp, Jalan Beringin  
Damansara Heights  
50490 Kuala Lumpur

Date: DD MMM YYYY

Dear Sir/Madam,

**Letter for Placement of Training Equipment and Renovation in a Shared Training Location**

With reference to the above, we are pleased to confirm that the following equipment/renovation is/are funded through ALAT scheme.

Details are as follows: -

MyCoID	Employer Name	Equipment/Renovation	Unit	Location	Amount
00001	Syarikat ABC	Simulator Model : xxx Make :	1	Bilik Latihan Teratai, Blok A, ILP Kuala Lumpur	RMxxx

We hereby acknowledge that any changes in the equipment's location (such as disposal or loss) must be disclosed to and approved by HRD Corp prior to the changes. Thank you.

Yours sincerely,

\_\_\_\_\_  
Name:  
Designation:  
Date:

\_\_\_\_\_  
Company's Stamp