**To,**

Dr. Osamah Qureshi Ref. No: \_\_\_\_\_\_\_\_\_

Director Date: \_\_\_\_\_\_\_\_\_\_\_\_

Institute of Career Development

Authorized Centre in Pakistan for

Cambridge English, University of Cambridge UK

**Subject:   Expression of interest for Teacher Training programs and Teaching Qualifications offered by Cambridge English, University of Cambridge UK.**

**Dear**

This is with reference to your meeting with \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ / Email received. Which outlined the below stated areas in which my office & ICD can work together

1. Cambridge Teacher Training programs and Qualifications for Teachers at our campuses/
2. Establishing of Cambridge English Teacher Training Centres at identified campuses
3. My office will be interested in using Cambridge English exams for assessments and promotions of Teachers. These courses include Business English Certificate (BEC), Cambridge English Advance and First Certificate in English.

After discussing within the Department, I am pleased to inform you that my office is very interested and keen to run Cambridge English programs as stated above.

My department is striving to improve education standard of students & teachers. For the benefit of the education community, we will be very pleased to cooperate with Cambridge English. We do hope that Cambridge English will lend its support

We expect below turnout at Teacher Trainings as first step

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Expected number of Teachers enrolled | Campus Name | Remarks if any |
| 2017 |  |  |  |
| 2018 |  |  |  |
| 2019 |  |  |  |

Kindly discuss our interest with Cambridge English.

I will be glad to schedule a meeting to discuss the modalities, once I will have response from your office.

Regards,

(Signature Line)

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**Contact Person for Program:**

|  |  |
| --- | --- |
| Contact person |  |
| Address line 1 |  |
| Address line 2 |  |
| Town/city |  |
| Post code |  |
| Country |  |
| Telephone |  |
| Email |  |
| Fax |  |
| Website |  |