**Name of Institution**

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

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

Institute of Career Development

Cambridge Assessment English Center PK585

ETS Authorized Test Center STN 15149A

**Subject:   Expression of interest for Teaching Qualifications / English tests for\_xxxx**

**Dear Director**

This is with reference to your meeting with \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_. The meeting outlined the below stated areas in which \_**(Institution Name)**  & ICD can work together. Details are also at [www.icd.org.pk/summary](http://www.icd.org.pk/summary) which we have gone through. We will be happy to submit our expression of interest to offer following courses

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification / Exam  | When you want to start ( Month and Year )  | Expected number of registrations in 12 month period  | Remarks if any  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please write down a short description of how your office will offer above courses and exams and marketing strategy.*

This Expression of interest is submitted after getting go ahead with competent authority at our institution. Our following focal person will be contact for future communication

Name:

Email:

Cell#

Regards,

(Signature Line)