

To

<<Student Name>> <<Reg No>>

<<Address>>

Date: <<Date>>

Subject: Letter of Admission

A Warm Welcome to IIHS – IIHM Institute of Hospitality Skills

Congratulations on your admission to the <<Course Name>> at IIHS <<Campus>>. This would help to equip you with cutting edge hospitality skills. With the institute's industry-aligned curriculum and a legacy of excellence, this is your stepping stone into a vibrant career in hospitality.

Course Overview

- Course Name: <<Course Name>>
- Duration: <<Course Duration>>
- Fees: <<Fees>> (inclusive of admission fee)
- Start Date: <<Course Start Date>>
- Attendance Requirement: Minimum 85% to qualify for On-the-Job Training (OJT) and placement

Original Documents Required

- Passport (in case of foreigners)
- Address Proof (Aadhar/Voter)
- Last academic certificate
- Two Passport-size photographs
- Original Admission Form (for those who have not yet submitted)

Uniform Guidelines

Students Must Arrange:

- White collared full shirt (formal fit)
- Black trousers (formal fit)
- Black blazer
- Black formal shoes
- Black full-length socks

Provided by College:

- Neck-tie (for male students) – 1nos
- Scarf (for female students) – 1nos
- Lapel pin – 1nos
- ID card – 1nos
- Aprons (subjected to course) – 1nos
- Housekeeping coat (subjected to course) – 1nos
- Dusters (for practical) – 3nos (one of each type subjected to course)

Note: Fancy attire is not permitted on campus.

We sincerely hope that you will enjoy your tenure at IIHS both academically and personally and wish you all the best for a very bright and successful career as a hospitality professional. Welcome to the World of Hospitality!

Warm Regards,

<<Name of Head of the Institution>>

IIHM Institute of Hospitality Skills

<<Campus Address>>, Mobile <<Mobile>>