

**APPRENTICESHIP REPORT
PT. RICH TOUR AND TRAVEL
BATAM-KEPULAUAN RIAU**

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**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTEMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2025**

APPORAVAL SHEET

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Written as one requirements for completing Apprenticeship

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Batam, December 09th 2025

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Erisca Ayu Reg. Number 5504221061 who has done the apprenticeship at PT. Rich Tour and Travel started from July 28th to December 07th 2025. This report is to used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions required by the apprenticeship report examine commite had been made.

Bengkalis, December 19th 2025

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Praise be to Allah SWT for His blessings and grace, through which the writer has been able to complete this Apprenticeship Report. The preparation of this report is carried out to fulfil one of the requirements for obtaining a grade in the Diploma 4 English for Business and Professional Communication Study Program at the State Polytechnic of Bengkalis.

The writer realizes that this report could not have been completed without the guidance, advice, assistance, and support from many parties. Therefore, on this occasion, the writer would like to express sincere gratitude to:

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The writer understands that this Apprenticeship Report is still far from perfect in terms of preparation, language use, and writing. Therefore, the writer warmly welcomes constructive criticism and suggestions for improvement. Hopefully, this report can be beneficial for both the writer and the readers.

Bengkalis, December 19th 2025

Best Regards,

A handwritten signature in black ink, appearing to read 'Erisca Ayu', with a long horizontal flourish extending to the right.

Erisca Ayu

Reg. Number 5504221061

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