



ADMINISTRATION AND HUMAN RESOURCE DEPARTMENT

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ITF/S/HQ/OFF/60/III/17

04th April, 2018

The Secretary
Federal Character Commission
Maputo Street, Wuse Zone 3 Abuja

Attention: Conference Coordinator

Dear Sir,

LETTER OF INTRODUCTION

INVITATION FOR A TWO DAY SENSITISATION/TRAINING WORKSHOP ON SUBMISSION OF NOMINAL ROLL: ADDITIONAL BATCHES FOR MDAs THAT WERE UNABLE TO ATTEND

We hereby wish to introduce the following officers of the Fund to you.

1. Aliyu Yusuf
2. Jim Shimfe
3. Samuel Putfum
4. Nijin Manomi (Mrs.)

They have been nominated by the Director-General/Chief Executive, Industrial Training Fund, to participate on the above programme scheduled to hold from *5th - 6th April, 2018 at Cham-City, 19a Yedseram Street, Maitama FCT-Abuja.*

The e-payment is being processed by our Finance & Accounts Department and will be paid to your account, accordingly.

You are kindly requested to allow them participate on the programme and accord them all the privileges entitled to them.

Thank you for your cooperation.

Please accept the assurances of the Chief Executive's highest esteem.

Yours faithfully,
INDUSTRIAL TRAINING FUND

FSB-Dikki (Mrs.)
DD/Head, IRSW&CD Division
for: Director-General/Chief Executive.