**The Human Resource Manager,**

**Social Security And National Insurance Trust (SSNIT),**

**Pension House, Accra,**

**May 20, 2022.**

**A REQUEST FOR AN INDUSTRIAL ATTACHMENT (INTERNSHIP)**

I am **BRENDA GAKPA,** a level 200 student pursuing a degree in Business Administration at University of Professional Studies with an index number of **10277152**.

I write to humbly apply for an internship at your reputable company. I live at Thirty-seven (37) and would be glad to be placed at the **Airport Branch** if my application is granted.

I hope my request would meet kind consideration.

Thank you!

Yours faithfully,

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BRENDA GAKPA

For any correspondence, please contact me on:

**0503114670**