**BUKURU Joseph**

**NISS-HQ**

**Department of Science and Technology**

**Telephone: 0737751563/0788834252**

**Date: 25th/ 03/ 2019**

**To: Director General of Administration and Finance**

**Subject: Request for administrative documents**

Sir,

I write this letter, requesting for administrative documents to allow me to apply for a loan in CSS.

Yours faithfully.

BUKURU Joseph