

John Karuitha
*Karatina University,
School of Business,
Department of Business and Economics, Karatina, Kenya.*

☎ +254 736 917 717

✉ diakingathia2005@gmail.com

🌐 www.linkedin.com/in/Karuitha/

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The Deputy Vice-Chancellor,
Planning, Finance and Administration,
Karatina University, Karatina, Kenya.

Dear Sir,

RE: REQUEST FOR ADJUSTMENT OF COMMUTING ALLOWANCE

I write to apply for the adjustment of my commuting allowance.

While I previously did not have a car, I have since purchased one (registration *KDH 685C*).

I am attached to the School of Business, Department of Business and Economics. My PF number is 0266.

I am sharing with you the relevant documents.

Yours Sincerely,

John Karuitha.

PF: 0266

Enclosures:

Copy of Motor Vehicle Log Book

Certificate of Insurance

Interim driving licence