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

Through: The Dean, School of Business.

Through: The Head of department, Business & Economics.

Dear Sir,

RE: REQUEST FOR FINANCING - DATA ANALYTICS TRAINING

I am writing to request funding to support my attendance of ISACA Kenya Chapter ***Data Analytics: Analyzing and Visualizing Data with Excel*** training from 12-16th September 2022 in Mombasa, Kenya.

I am a member of ISACA (Kenya Chapter), which requires participation in continuous professional education to retain membership. ISACA is a global Information technology body with a mission to:

- help business technology professionals and their enterprises around the world realize the positive potential of technology... (by) inspiring confidence that enables innovation through technology.* <https://www.isaca.org/why-isaca/about-us>

I also teach two finance and accounting courses that have substantial Ms Excel content; *BBM 419: Financial Statements Analysis* and *BBM 450: Practical Accounting Data Processing*. Hence, this training will contribute directly to my teaching.

Yours Sincerely,

John Karuitha

Enclosures:

- Training Program & Budget.