



Internal Memo

To:	ACTING, CHIEF SECURITY OFFICER
From:	ICT DEPARTMENT
CC:	ADMINISTRATION DEPARTMENT
Date:	14th March 2025
Subject	SECURITY ACCESS TO INFORMATION CENTER

I hope this message finds you well. On behalf of the ICT Department, I am writing to formally request permission for contracted individuals to carry out roofing work for the new extension office at the Information Center on 15th March 2025. The details of the contracted persons are as follows:

Name	ID No.
Philip Kelly	34215380
Johnson Wanyoike	26312256
Lewis Megiri	27941430
Gabriel Lemunyan	40026545
Simon Muriungi	28617268

Yours Sincerely,

A handwritten signature in blue ink, appearing to be "AM" or similar initials.

ICT Department.