



Ref: AAM/IL3TD/1.5/VOL.2/10

Date: 2<sup>nd</sup> May 2023

The Head of School,

.....  
.....  
.....

Dear Sir/Madam

### **INTRODUCTORY LETTER FOR SCHOOL INTERNSHIP**

The intern, ..... with index number ....., is a student of the Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED) pursuing **Bsc Information Technology Education**. The University demands that the student completes **four (4) months** of internship exercise as part of the requirement for the award of a degree. The date will be communicated through the student at the appropriate time.

We would be most grateful if you could give him/her an **Acceptance Letter** to avail him/her of the opportunity to carry out the internship in your reputable institution/school.

University Supervisors and a monitoring team will visit your institution/school to assess him/her during the internship period.

We remain thankful for your co-operation.

Yours faithfully,

**PROF ISAAC BOATENG**  
**AG DIRECTOR – IL<sup>3</sup>TD**

*PS: For further information please, you may contact the IL<sup>3</sup>TD Office AAMUSTED, Kumasi on 0204375709, or send us an E-mail [internshipstsamusted.edu.gh](mailto:internshipstsamusted.edu.gh)*

