



MINISTRY OF EDUCATION  
CHAMASIRI TECHNICAL & VOCATIONAL COLLEGE  
P.O. BOX 36 – 50209 MALAKISI  
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REFERENCE: CTVC/CURR/ICT/ILO/5F

DATE: 17<sup>TH</sup> NOV, 2025

Dear Sir/Madam,

**RE: REQUEST FOR INDUSTRIAL ATTACHMENT**

NAME: MONICA AMAI

ADM NO: 2232/ICT L5

The above named student in this institution is undertaking a Level 5 course in **Information Communication and Technology** at CHAMASIRI TVC.

The student is currently looking for a place for mentorship/ practical attachment. We kindly request your office to grant him/ her place in your firm /institution, which will give him/her practical exposure within the limits of his syllabus coverage as highlighted below:

- Install computer software.
- Develop computer program.
- Manage operating system.
- Manage database systems.
- Perform computer repair and maintenance.
- Any other duties in ICT as instructed by the supervisor

The attachment is scheduled to commence from 5<sup>TH</sup> JAN, 2026 to 30<sup>TH</sup> MARCH, 2026

During that period a Trainer from this institution shall visit your organization to assess the student at least once, during that period.

We appreciate your continued support in this area and thanking you in advance

Yours faithfully,

EMOJONG MESHACH

ILO COORDINATOR

0700285042

