TO THE DIRECTOR  
MOUNT KENYA UNIVERSITY.  
P.O BOX 342-01000 Thika   
TELEPHONE NUMBER: 0723305580  
EMAIL: wanjinembugua@gmail.com  
DATE: 2021/6/8

VALERIE BISIERI TIRIMBA  
NIBS TECHNICAL COLLEGE.  
P.O BOX 23030-00604 Lower Kabete  
TELEPHONE NUMBER: 0796754437  
EMAIL; [vtirimba@gmail.com](mailto:vtirimba@gmail.com)

**REQUEST FOR INTERSHIP POSITION.**

Hope this letter will find you well. I am writing in regard to the above mention position in your highly esteem organization from an advertisement I read from the standard newspaper dated 2021/6/4.

I am a student at NIBS pursuing International Human Resource Management currently at module 1. More so I have a diploma in business management and administration from Cambridge Internal College from (2019-2020) and a diploma in supervisory management from Cambridge International College (2017-2018.)

This is going to be my first work experience since I am freshly out from school. I am looking forward to working with you.

Yours faithfully,  
Valerie Bisieri Tirimba.