**{{fullName}}   
The State University of Zanzibar (SUZA)  
P.O. Box 146  
Zanzibar, Tanzania  
Tel: {{phoneNumber}}  
{{date}}**

**[Title of Letter Receiver]  
The State University of Zanzibar (SUZA)  
P.O. Box 146  
Tunguu Main Campus  
Zanzibar, Tanzania  
Tel: +255 24 223 0724  
Website:** [www.suza.ac.tz](http://www.suza.ac.tz)

**RE: INTRODUCTION LETTER FOR FIELDWORK**

**Dear Sir/Madam,**

**I am writing to request an official introduction letter from the university to present to {{organizationName}}, where I have secured a placement for my fieldwork/internship. I am currently a year {{yearOfStudy}} student enrolled in the {{programOfStudy}} program at The State University of Zanzibar (SUZA), with registration number {{registrationNumber}}.**

**The fieldwork is scheduled to begin on {{startDate}} and end on {{endDate}}. Kindly issue me an introduction letter to facilitate my acceptance and access to the organization.**

**Should you need any further information, I am reachable via {{phoneNumber}} or {{email}}.**

**Thank you for your assistance.**

**Sincerely,**

**{{fullName}}**