**September 1st, 2022**

Dear ECSA Student,

**INFORMATION ON THE ECSA (VTE) 303 ENTREPRENEURSHIP MENTORSHIP FOR THE 2022/2023 HARMATTAN SEMESTER OF KWARA STATE UNIVERSITY, MALETE**

In line with the structure of the Enterprise Creation and Skill Acquisition (ECSA) Programme of the University of which you have successful completed the first stage of **Innovation and Product Development**, and the second stage of **Enterprise Creation and Development,** you are hereby requested to embark on a ten (10) week skill acquisition/development stage titled Entrepreneurship Mentorship which is expected to expose you to any area of business of your interest.

For this purpose, kindly download and print the Letter of Introduction and complete same as you proceed to the Enterprise of your choice for the programme. You are also required to forward the Name, Address and Email (where available) of the Enterprise to the Centre for Entrepreneurship on or before Monday September 12th, 2022 when you are expected to start the programme. These details should be forwarded to this email address: ojo.sunday@kwasu.edu.ng.

Also download the ECSA Completion Form that must be completed by your supervisor at the Enterprise and brought along with you back to school on the completion of the programme which run between Monday September 12th, 2022 and Friday, November 18th, 2022.

Please, be a good ambassador of Kwara State University at your enterprise. Best of Luck.

Yours Sincerely,

**Ojo Sunday**

**Ag. Director, CTVET**

**September 1, 2022**

The Managing Director,

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Dear Sir/Madam,

**ECSA 303: ENTREPRENEURSHIP MENTORSHIP PROGRAMME**

We write in respect of the above programme of Kwara State University which is a third stage of the

University’s **Enterprise Creation and Skill Acquisition (ECSA) Programme** designed for its undergraduate students to develop them into entrepreneurs that will make meaningful impact in business and enterprise development.

The students having gone through the first stage of **Innovation and Product Development**, and the second stage of **Enterprise Creation and Development** are required to embark on a ten-week skill acquisition/development stage titled **Entrepreneurship Mentorship** which is expected to expose them to any area of business of their interest.

The bearer, Mr/Miss…………………………………………is hereby introduced as a student of Kwara State University, Malete with Matriculation Number:…………………………………….. He/She is a student of……………………………………………..in the department of………………………………………..of the College of……………………………………Along with this letter, he/she will provide his/her University Identity Card for proper identification.

We sincerely request your support to enable the bearer gain some life changing experience in your organization within the next twelve weeks beginning from **Monday, September 12, 2022 to Friday, November 18, 2022**. By this support, you will be contributing to creating an entrepreneur that would one day become a job creator and not a job seeker, our eventual objective for this programme.

While thanking you for your cooperation so far, we look forward to a fruitful business relationship that will be mutually beneficial.

Yours Sincerely,

**Sunday Ojo, Ph.D**

**Ag. Director**

**ENTREPRENEURSHIP MENTORSHIP (COMPLETION FORM)**

**NAME**…………………………………………………………………………………………………………………………………………………

**MATRICULATIONNUMBER**…………………………………………………………………………………………………………………

**COLLEGE**………………………………………………………………**DEPARTMENT**………………………………………………………

**CURRENT LEVEL (2021/2022 SESSION**…..................................

**NEW LEVEL (2022/2023 SESSION)**………………………..................

**PHONE NUMBER**…………………………………………**EMAIL ADDRESS**…………………………………………………………….

**PARENT PHONE NUMBER**……………………………………………………………………

**PERMANENT HOME ADDRESS**…………………………………………………………………………………………....................

**NAME OF COMPANY (ENTERPRISE) CHOSEN**……………………..……………………………………………………............

**ADDRESS OF ENTERPRISE..**……………..…………………………………………………………………………………………………

**NAME OF MANAGING DIRECTOR OF ENTERPRISE**……………………..………………………………………………………

**E MAIL ADDRESS OF ENTERPRISE (IF AVAILABLE)**……………………………………………………………………………………..

**DATE OF COMMENCEMENT ……………………………………… DATE OF COMPLETION ………………………………**

**SIGNATURE OF STUDENT**……………………… **SIGNATURE OF IMMEDIATE SUPERVISOR**…………………………

**COMMENTS ABOUT STUDENT’S Ability, Competence, Learning Attitude, Managerial Skills, etc.**

**……………………………………………………………………………………………………………………………………………………...**

**……………………………………………………………………………………………………………………………………………………....**

**……………………………………………………………………………………………………………………………………………………….**

***SIGNATURE OF MANAGING DIRECTOR …………………………………………………… DATE……………………………..***

***KINDLY AFFIX THE OFFICIAL STAMP OF THE COMPANY, THANK YOU.***