

MUKWAYA TREVOR,

22/5/2017.

THE FACULTY MANAGER,  
STRATHMORE UNIVERSITY,  
OLE SANGALE ROAD,  
NAIROBI KENYA.

Dear Sir/Madam,

**RE: TRANSFER OF FEES BALANCE.**

This is to hereby request that part of my fees balance be transferred to the cafeteria department.

I would like three thousand shillings to be transferred to the cafeteria in order for me to use my card to pay for meals.

Your Sincerely,

A handwritten signature in black ink, appearing to be 'Mukwaya Trevor', with a stylized 'M' and a long horizontal stroke.

MUKWAYA TREVOR.