

# YMCA COMPREHENSIVE INSTITUTE

Tel: 0414-232856  
0414-233294



P.O.Box 2871  
Kampala, Uganda  
Email: [info@yci.ac.ug](mailto:info@yci.ac.ug)  
[www.yci.ac.ug](http://www.yci.ac.ug)

---

## THE DEPARTMENT OF COMPUTER SCIENCE

Our Ref: YCI/DEPT/COMP/08/2025

DATE: .....

You're Ref: .....

Dear Sir/Madam,

### FIELD ATTACHMENT

This is to introduce to you.....

Reg. No: ..... Course.....who is a student of  
YMCA Comprehensive Institute.

The purpose of this letter is to request your organization to allow the above named student to be attached to your organization to enhance his/her practical skills experience for a period of **TWO (2)** months.

From .....to.....

While in your esteemed organization, the student needs to get acquainted with the general operations of the organization, more to the student's area of specialization. We request that you assign him or her one staff as a field mentor/supervisor, to guide the student during mentorship period.

The student will be visited and evaluated at least twice by an Institute Supervisor from YMCA comprehensive institute. Practical skills acquired during the period of training are expected to help the student gain field experience and also be able to appropriate the various aspects of the dynamic working environment.

The Trainee must observe the Institute rules and regulations as well as those of the organization where he/she is attached.

**Please we kindly request you give the student a letter indicating that he/she has been accepted for placement.**

We shall be very grateful for your assistance and support

**Yours faithfully,**

**Internship Co-ordinator**  
**Tel: +256 704 718525**  
**[emamde@gmail.com](mailto:emamde@gmail.com)**