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Ref. No: TT/HT/IR/UPSA/24

27th May, 2024

Human Resource Manager
Effia Kwesimintsim Municipal Assembly
P.O Box mc 726
Takoradi

Dear Sir/Madam,

REQUEST FOR INDUSTRIAL ATTACHMENT (INTERNSHIP)

In fulfillment of the requirements of the Degree and Diploma programmes pursued at the University of Professional Studies Accra, students are expected to have a practical industrial experience to enable them gain more knowledge.

We find your organization a strategic partner and wish you could accept **Blay Precious Nana Esi (Tel. 0557673268), ID: 10286203** a level **300 Bachelor of Science in Accounting** student for internship during the upcoming vacation. This is in preparation to serve the needs of industry and commerce more effectively upon graduation.

Counting on your usual co-operation.

Sincerely



Rev. Theophilus Tetteh
Director, Industry Relations
For: Registrar