



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

**27<sup>th</sup> 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**