



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

24th January, 2025

The Human Resource Manager
Ghana Revenue Authority
P. O. Box 2202
Ministries, Accra

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 **Tawiah Daniel (Tel. 0594923959), ID: 10287107** a level **400 Bachelor of Science in Business Administration** 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