

Valens UKWITEGETSE

Kigali, Rwanda

Tel: 0780468216

Email: ukwitegetsev9@gmail.com

Date: 28th July 2025

To:

The Director General

Rwanda Basic Education Board (REB)

Kigali, Rwanda

Subject: Request for Extension of Internship Period

Dear Dr. Mbarushimana Nelson,

I hope this message finds you well.

I am writing to kindly request an extension of my internship in the ICT in Education Department at REB, which is scheduled to end on 25th July 2025, as per the confirmation letter dated 2nd February 2025.

Over the past months, I have actively supported ICT deployments, technical troubleshooting, and data entry into the ICTE-MIS system. While I have gained valuable experience, I would appreciate more time to deepen my practical skills—particularly in areas such as Microsoft Intune configuration, asset tagging, and distribution list management.

As I am currently on academic break, I am fully available and committed to continuing this internship. Therefore, I respectfully request an extension until **16th September 2025**, to complete my learning goals and continue contributing to REB's efforts in ICT integration.

Thank you for your kind consideration.

Sincerely,

Valens UKWITEGETSE

Student, University of Rwanda

Intern, ICT in Education – REB

