



GHANA COMMUNICATION TECHNOLOGY UNIVERSITY,

TESANO - ACCRA,

GA - 167 - 2979.

JUNE 20TH, 2025.

Preparations For Upcoming Introduction to Information Systems Presentation

It is with great honour, that we write to you to inform you of the impending Information Systems presentation.

First of all, we are all aware that our presentation will be shot on camera. Indeed, as requested by the lecturer, Dr. Fred Amankwah-Sarfo, it is a requirement for the presentation to be shot on camera.

Secondly, it is the responsibility of the course representatives involved to find and contract people in that profession to take up the video shoot. The videos are going to serve as evidence that we deserve the marks assigned to us since it will be of great discomfort to the lecturer to manage the presentation and reward marks simultaneously.

Third, we are happy to announce to you all that we have gotten professionals to take up the job but we are going to incur some costs. All representatives involved have come to an agreement that the amount will be shared equally among the four groups involved. The hired professionals expect a deposit of fifty percent (50%) of the deal before they start work.

To end it all, we humbly plead with you to comply with the instructions laid before the class by your able representatives.

Thank You

Yours sincerely,

Signed

BSc. Information Technology Level 100 Representatives