



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
SCHOOL OF BUSINESS
Department of Business Administration**

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OFFICE OF THE CHAIRMAN
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NAIROBI

Ref: JKU/2/045/022/01

Date: 22nd September 2017

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: NGUGI MICHAEL MBOCHI - REG. NO. HDB212-5601/2015

I am pleased to introduce to you Ngugi Michael Mbochi who is a student pursuing Bachelor of Business Information Technology Degree programme in the School of Business, Jomo Kenyatta University of Agriculture and Technology.

One of the requirements for the pursuing Bachelor of Business Information Technology Degree programme is a two-month industrial attachment for every student. The attachment is meant to expose the students to real work environment and enable them apply the concepts, issues and skills learnt in the Degree programme.

The Department will therefore be grateful if you can offer the attachment opportunity to this student in your organisation for two months beginning January 2018. Should you have more opportunities available, we shall be grateful to send you more students.

Thanking you in advance

Yours Sincerely,

FEMIN CHUNE

PROJECT AND ATTACHMENT CO-ORDINATOR

FOR: CHAIRMAN, DEPARTMENT OF BUSINESS ADMINISTRATION

