



# BATHI SECONDARY SCHOOL

P.O BOX 258-00221, MATATHIA

Your Ref: .....

Our Ref: BSS/OLK/GEN/23/1

Date: 04.04.2023

TO KENGEN OLKARIA  
NAIVASHA

*Forwarded with the*  
**PRINCIPAL**  
BATHI SECONDARY SCHOOL  
P.O. BOX 258 - 00221 MATATHIA  
Email: bathiseo@yahoo.com  
*Compliments. 04.04.2023*

Dear Sir/ Madam

Re: REQUEST TO CONDUCT AN EDUCATION TOUR

On behalf of Bathi secondary school, I am writing this letter to request for permission to conduct an education tour in your site.

We decide to give some practical education to the students about the industrial procedure on the production of electricity. And for that reason we considered your firm to our best priority to carry out the study. In that case we need your support to make our tour successful. We will be having a number of 49 students and two teachers. We intend to come on 30<sup>th</sup> June, 2023.

- \* We would appreciate if you could kindly grant us the permission. Hope you understand the need of our trip for education purpose.

Yours faithfully

Shem onsando ombogo

DEPUTY PRINCIPAL  
BATHI SECONDARY SCHOOL  
P.O. Box 258 - 00221, MATATHIA

4/4/23

*Wbuguo*

EXCEL TO SERVE GOD AND MAN