



MILELE AFRICA INSTITUTE OF DEVELOPMENT & TECHNOLOGY.

Open Learning, Development and Research Associates Africa -

Main Campus
Coffee Plaza 4th Floor
HaileSELLASIE
P.O. Box 93797 Nairobi
Tel: 0728 380 720

Branch A
Kenda House, 2nd Flr & 3rd Flr
P.O. Box 93797-00200 Nairobi
Tel: 0728380720

Branch B
Mitto Andei Campus,
(Machinery Market)
P.O. Box 93797-00200 Nrb
Tel: 0712732761

Branch C
Mombasa Campus
ACK St. Andrews Soweto
off Airport Road
P.O. Box 93797
Tel: 0712 732761

TEL: 0712-732-761

EMAIL: mileleinstitutetd@gmail.com

Website: milelefricainstitute.co.ke

**THE MANAGING DIRECTOR,
KENGEN,**

RE: EDUCATIONAL TRIP

Dear Sir/Madam,

I am writing to request for an educational trip to your power station for our **35 electrical engineering students** on **Friday 14th April 2023**. we would greatly appreciate your assistance in arranging this visit. We are flexible with the timing and duration of the visit, and we would like to request a guided tour of the power station, as well as any relevant lectures or demonstrations that can be arranged.

We understand that power stations have strict regulations and safety protocols, and we assure you that we will adhere to all necessary procedures to ensure the safety of our students and the smooth running of the visit. We would also like to request information about any specific requirements or guidelines that we need to follow in preparation for the visit.

We believe that this visit will be an excellent opportunity for our students to gain hands-on experience and practical knowledge in the field of electrical engineering. We look forward to hearing from you soon and thank you in advance for your assistance.

Sincerely,

MICHAEL KITIYO

HOD,

ELECTRICAL ENGINEERING DEPARTMENT

