



12<sup>th</sup> December, 2019

TO WHOM IT MAY CONCERN

Dear Sir/Madam

**ACADEMIC TRANSCRIPT**

At the request of MANI, Enoch, I forward herewith transcript of his/her academic performance in this University for your attention, please.

Yours Faithfully

**CHARLES OWUSU - ANTWI**  
ASSISTANT REGISTRAR  
for: SCHOOL SECRETARY

Encls