Date 3rd/12/2018

NTIMUGURA Jean Claude

RP NGOMA

Dep: Hospitality Management

Option: F&B Management

Reg No 16RP06252

To: Head of Department

RE: Request for special exams

Dear Sir, I humbly to request the special exams that I didn’t perform because of sickness

Those exams has passed in 2016-2017. And because of the sickness I didn’t get opportunity of perform it with other students.

Those exam include:

|  |  |  |
| --- | --- | --- |
| MODULE | TRAINER | SUPERVISION |
| 1.Food cost and menu planning |  |  |
| 2.French |  |  |
| 3.Businness communication |  |  |
| 4.Environmental Sustainability Management |  |  |
| 5.Principal Management |  |  |
| 6.House Keeping |  |  |

May God bless you while am waiting your answer.

You’re sincerely;

Jean Claude NTIMUGURA