



UNIVERSITY OF EDUCATION, WINNEBA
SCHOOL OF BUSINESS
DEPARTMENT OF ACCOUNTING

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The Head Master/Head Mistress
Winneba Senior High School (Winnesec)
Winneba

Dear Sir/Madam,

INTRODUCTION FOR INTERNSHIP – MS. JUSTICIA CUDJOE

We write to introduce to you **Ms. Cudjoe (202149238)**, a student in the Department of Accounting of the University of Education, Winneba. **Ms. Cudjoe** is currently undertaking a four-year programme and wishes to have her internship in your organisation.

The internship is a full course taken that attracts credits for students towards the completion of the University, leading to the award of a degree in **Bachelor of Science (BSc.) Accounting Education** option. The period of the internship is from January, 2025 to April, 2025.

We would therefore appreciate that you create an opportunity for the student to have her internship in your organisation. Lecturers from the Department will visit the student at her place of internship before the period ends. The student can be contacted on **0553985639**.

Kindly offer her any assistance or opportunity available for her training.

Thank you.

Yours faithfully,

Mr. Samuel Gameli Gadzo
Ag. Head of Department

THE ASSISTANT HEADMASTER
WINNEBA SECONDARY SCHOOL
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WINNEBA