

15 G.R.A, PORTAL BOX
PRESTEA
13TH JANUARY 2025

The Head
Department of Management Science
University of Education, Winneba
P. O. Box 25,
Winneba

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms JENNIFER FOSU

I am writing to confirm that Mr./Ms , a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at GHANA REVENUE AUTHORITY from 06/01/2025 to []. We are pleased to support Mr./Ms in gaining practical experience and enhancing their skills in their field of study.

At GHANA REVENUE AUTHORITY (PRESTEA), we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms JENNIFER FOSU a comprehensive learning experience that aligns with their academic pursuits and career aspirations. Our institution has a structured internship program that ensures interns receive proper supervision, mentorship, and the chance to work on meaningful projects.

During the internship, Mr./Ms JENNIFER FOSU will be involved in various task/projects assigned to him/her in the organisation. This will allow them to develop their skills to gain valuable industry insights, and build professional networks. We assure you that Mr./Ms FOSU will be supervised by [Bismark Bonye], who is an experienced professional in [relevant field/department]. [Supervisor's Name] will provide regular feedback and guidance to ensure the internship is both educational and rewarding for the student.

Please do not hesitate to contact me directly at Richard Marku Amegbor or 0244 365377 if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Signature

[Your Institution's Name]
[Your Institution's Address]
[Stamp]



RICHARD MARKU AMEGBOR
0244 365377