

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

Dear Sir/Madam,

Assurance Letter for Internship Placement of Mr./Ms

Godfred Abediwar Songtu

I am writing to confirm that Mr./Ms Godfred Abediwar Songtu, a student from the University of Education, Winneba, has been granted approval to undertake a four-month internship program at War Memorial Hospital from January 2025 to April 2025. We are pleased to support Mr./Ms Songtu in gaining practical experience and enhancing their skills in their field of study.

At War Memorial Hospital, we recognize the importance of providing students with opportunities to apply theoretical knowledge in real-world settings. We are committed to offering Mr./Ms Songtu 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 Songtu 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 Songtu will be supervised by [Mama Kwame], 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.

Head of Finance

Please do not hesitate to contact me directly at 0242757120 or

if you require any further information or have any questions regarding this internship arrangement. We look forward to welcoming Mr./Ms Songtu and supporting his/her professional development during this internship period.

Thank you for your attention and cooperation.

Sincerely,

Sign

[Your Name]

[Your Position]

[Your Institution's Name]

[Stamp]

D. Abulha Titegh (Med-Supt)

MEDICAL SUPERINTENDENT  
WAR MEMORIAL HOSPITAL  
GHANA HEALTH SERVICE  
NAVRONGO-U.E.R

War Memorial Hospital