



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF ACCOUNTING

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Our Ref: DAC/1.5/VOL.2.6

Date: 26<sup>th</sup> July, 2024

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

INTRODUCTION FOR INTERNSHIP – MR. DAVID ARKOH-SAM

We write to introduce to you Mr. Arkoh-Sam (220012671), a student in the Department of Accounting of the University of Education, Winneba. Mr. Arkoh-Sam is currently undertaking a four-year programme and wishes to have his 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 Business Administration (BBA) Accounting 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 his internship in your organisation. Lecturers from the Department will visit the student at his place of internship before the period ends. The student can be contacted on 0540299436.

Kindly offer him any assistance or opportunity available for his training.

Thank you.

Yours faithfully,

Mr. Samuel Gameli Gadzo  
Ag. Head of Department

⑧ Accounting / 102

FYI LHA

26/08/2024  
10:20am

Seen at  
20/08/2024  
E: Admin  
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