



In case of reply the number and date of this letter should be quoted.

**OFFICE OF THE BIRIM CENTRAL  
MUNICIPAL ASSEMBLY  
P.O. BOX 199  
AKIM ODA, EASTERN REGION**

Email: [birimcentral.gh@gmail.com](mailto:birimcentral.gh@gmail.com)  
Digital Address: EB-0007-4078



Tel No. 0342-290107 -290109

Our Ref. No. **BCMA: 02/10/17/62**  
Your Ref No.....


Date: 3<sup>rd</sup> January, 2025

**RE: INTRODUCTION OF INTERSHIP  
LEWIS OHENE LARBI**

We refer to the Letter No. DAC/I.5/VOL .I.15 dated 26<sup>th</sup> July, 2024 on the above subject matter.

We wish to inform you that Lewis Ohene Larbi has been accepted to undertake his internship with the Birim Central Municipal Assembly as per the stipulated time period from January, 2025 to April, 2025.

We hope to count on your usual cooperation.  
Thank you

  
**SAMUEL SAMPSON DARKWA**  
(AG. HEAD HUMAN RESOURCE DEPT.)  
For: MUNICIPAL CHIEF EXECUTIVE

**THE HEAD OF ACCOUNTING DEPARTMENT  
UNIVERSITY OF EDUCATION, WINNEBA  
WINNEBA**

Cc: The Head of Finance  
BCMA-Akim Oda

The Sen. Human Resource Manager  
BCMA-Akim Oda

Lewis Ohene Larbi  
Student-Intern (UEW)



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