



Our Ref: DAC/I.5/VOL.2.1

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

TO WHOM IT MAY CONCERN



Dear Sir/Madam,

**INTRODUCTION FOR INTERNSHIP – MR. HUSSEIN SULEIMAN**

We write to introduce to you **Mr. Suleiman (220030458)**, a student in the Department of Accounting of the University of Education, Winneba. **Mr. Suleiman** 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 **0593522223**.

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

Thank you.

Yours faithfully,

**Mr. Samuel Gameli Gadzo**  
*Ag. Head of Department*

