



Our Ref: DPSCM/I.4/VOL.1/10

30th July, 2024

Dear Sir/Madam,

LETTER OF INTRODUCTION- MS. EMMA OGOE-FERGUSON (220031877)

We write to introduce to you **Ms. Emma Ogoe-Ferguson**, a level 300 Student with index number **220031877** in the Department of Procurement and Supply Chain Management of the School of Business, University of Education, Winneba offering Bachelor of Business Administration (BBA) Procurement and Supply Chain Management.

As part of the academic curriculum, students are required to undertake three (3) credit hours of at least four-month internship duration with a recognized organization, and we wish to present our student to have her internship in your organization. The period of the internship is from **January, 2025 to April, 2025**. Lecturers from the Department will visit the student for supervision at her place of internship during the period. The internship is to familiarise the student with the following:

1. Procurement planning
2. Procurement sourcing
3. The tendering process
4. Contracting and Contract Management
5. Tender Evaluation
6. Stores Administration
7. Any other procurement and supply chain management related area

We would therefore appreciate your kind gesture to enable the student to have her internship in your reputable organization. The student can be contacted on **055 287 9606**.

Please, kindly partner with the University of Education, Winneba in training the requisite manpower for the nation.

Thank you.

Yours faithfully,

Mr. Alhassan Salifu Bawan
Ag. Head of Department

