



**UNIVERSITY OF EDUCATION, WINNEBA**

**SCHOOL OF BUSINESS**

**DEPARTMENT OF ACCOUNTING**



P. O. BOX 25, WINNEBA, GHANA



daccounting@uew.edu.gh



+233 (020) 204 1098

*Our Ref:* DAC/1.5/VOL.1.35

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

THE HEADMISTRESS

NEW JUABEN SENIOR HIGH SCHOOL

P.O.BOX 48 KF



Dear Madam,

**INTRODUCTION FOR INTERNSHIP – MS BENEDICTA ODONKOR  
DJANMGAKIE**


We write to introduce to you Ms. Benedicta (220033008), a student in the Department of Accounting of the University of Education, Winneba. Ms. Benedicta is currently undertaking four-year programme and wishes to have her internship in your organisation.

The internship is a full course taken that attracts credits for student towards the completion of the university, leading to the award of a degree in Bachelor of Science (BSc.) Accounting Education 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 her internship in your organisation. Lecturers from the Department will visit the student at her place of internship before the period ends. The student can be contacted on 0208088136. Kindly offer her any assistance or opportunity available for her training. Thank you.

Yours faithfully,

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

Approved:   
for: Headmistress  
07/10/2024