

## WINDY LODGE

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The Head of Department  
Department of Management Sciences  
School of Business  
University of Education, Winneba  
Winneba

Dear Sir/Madam,

### ACCEPTANCE OF INTERNSHIP PLACEMENT – MR. BENEDICT ADAWUAH BEKOE

We refer to your letter dated 16th September, 2025 with reference number DMS/1.5/Vol.1.4, introducing Mr. Benedict Adawuah Bekoe, a Level 300 student of the Department of Management Sciences, School of Business, University of Education, Winneba, to undertake his industrial internship with our organisation.

We are pleased to inform you that Windy Lodge has **accepted Mr. Benedict Adawuah Bekoe** to undertake his three (3) credit hour internship with us for the stipulated period **from 5th January to 30th April, 2026.**

The student will be given the necessary supervision and exposure to practical work relevant to his programme of study in Business Information Systems, in line with your internship requirements.

We thank you for the opportunity to contribute to the training and development of students of the University of Education, Winneba, and we look forward to a successful collaboration.

Please accept the assurances of our highest consideration.

Yours faithfully,

Manager