



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCES

P. O. Box 25, Winneba, Ghana

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managementsci@uew.edu.gh

Our Ref: DMS/I.5/Vol.3.178

Date: 15th September, 2025

TO WHOM IT MAY CONCERN



Dear Sir/Madam,

LETTER OF INTRODUCTION- MS. THERESAH AMA AMANKWAA BENTUM

We write to introduce to you **Ms. Theresah Ama Amankwaa Bentum**, a level 300 student with index number 5231560149 in the Department of Management Sciences of the School of Business, University of Education, Winneba. **Ms. Bentum** is currently undertaking a four-year undergraduate programme leading to the award of a degree in **Bachelor of Business Administration (BBA) Human Resource Management**.

As part of the undergraduate programme, students are required to undertake a three (3) credit hour internship with a registered organisation and we wish to present our student who has expressed interest in undertaking her internship in your organization for your consideration. The period of the internship is from **5th January, 2026 to 30th April, 2026**. Lecturers from the Department will visit the student for supervision at her place of internship during the period. The internship is to enable the student acquaint herself with practical work experience.

We would therefore appreciate your kind gesture by enabling the student have her internship in your reputable organisation. Please indicate your approval on the letter for a copy to be returned to the Department by the student or by issuing an acceptance letter. The student can be contacted on 0538672519/050202713.

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

Thank you.

Yours faithfully,

Mr. Kwame Owusu Boakye
Head of Department



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

Our Ref No: 1314 /EL /01

Your ref No

Tel (233-21) 664691/3/ 664279

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Republic of Ghana

Registrar-General's Department
Ministry of Justice
P.O. Box 118
Accra

22nd January, 2026

Email: info@registrargeneralgh.com

RE: INDUSTRIAL ATTACHMENT
MS. THERESAH AMA AMANKWAA BENTUM

Reference is made to your letter no, DMS/I.5/VOL.3.178 dated 15th September, 2025, on the above subject matter and wish to inform you that, your request to undertake an internship with the Registrar General's Department has been approved.

2. We count on your cooperation in this regard.

Thank you.

CYNTHIA AZORNU

DEPUTY DIRECTOR, ADMINISTRATION

For: REGISTRAR-GENERAL

MR. KWAME OWUSU BOAKYE
HEAD OF DEPARTMENT, UEW