



# SWEDRU SCHOOL OF BUSINESS

*Post Office Box SW 83, Agona Swedru*  
*Tel: 0208923415 Email: info.swesbus@gmail.com*

Your Ref:.....

Our Ref:.....

September 25, 2025.

FELIX ARTHUR.

(5231020131)

## ASSURANCE LETTER.

We acknowledge receipt of your letter on the 28<sup>TH</sup> August , 2025 with reference D MS/1.4/VOL.5.75 and refers;

We wish to assure you of a vacancy in the school (**Business Department**) to understudy the practice of **Business Management** from **Wednesday, 4<sup>st</sup> November, 2025 to Friday, 30<sup>th</sup> April, 2026.**

You must note that you will be coached and monitored closely by your respective subject mentors.

The school rules and regulations must be strictly adhered to. Failure to comply will leave the school no option than to revoke the assurance and report to the University authorities for the necessary sanctions.

We count on your usual cooperation.

Yours faithfully,

ADWOA OBEMA IMBEAH

\*\*\*\*\*