



# EMMANUEL FOUNDATION, CHIRAA

## SENIOR HIGH SCHOOL

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DATE: .....

THE HEAD,  
DEPARTMENT OF MANAGEMENT SCIENCES,  
SCHOOL OF BUSINESS,  
UNIVERSITY OF EDUCATION, WINNEBA.

Dear Sir/Madam,

### LETTER OF ASSURANCE

I wish to confirm that **KUMI RICHSON**, a third year B.Sc Management Education, student of University of Education — Winneba, has been offered a place at this institution to undertake his internship program.

The position calls for dedication to duty, punctuality and general discipline on his part. I hope he will put up his best and never disappoint us.

Yours faithfully,

REV. KIN B MARK BOAHEN  
HEADMASTER