



REPUBLIC OF GHANA

EFFUTU MUNICIPAL ASSEMBLY

P. O. BOX 1, Winneba Tel: 0209484466 Email: info@effutuma.gov.gh
Website: www.effutuma.gov.gh



14TH DECEMBER, 2025

Our Ref: EMA. 02/10/17^A/08
Your Ref:

RE: LETTER OF INTRODUCTION –MS.RACHEAL TETTEH

We refer to your letter dated 10th September, 2025 with reference letter No. DAFPM/1.3/VOL.5.2 relating to the above subject matter.

We write to notify you that, the Effutu Municipal Assembly has given assurance for placement for the above student of your institution to undertake her internship with this Assembly, effective 5th January, 2025.

She will be assigned to the Finance Department of the Assembly.

Counting on your usual kind co-operation, please.

Thank you.

(MAJEED AYARIGA)
MUNICIPAL CO-ORDINATING DIRECTOR
For: MUNICIPAL CHIEF EXECUTIVE

THE HEAD OF DEPARTMENT
BUSINESS ADMINISTRATION (BBA)
UNIVERSITY OF EDUCATION
WINNEBA

Cc:

Ms. Racheal Tetteh
Student -UEW
Winneba