



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCES

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Date: 10th September, 2025

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

LETTER OF INTRODUCTION- MS. AMINA TIMTOONI ISSAH

We write to introduce to you **Ms. Amina Timtooni Issah**, a level 300 student with index number 5231560075 in the Department of Management Sciences of the School of Business, University of Education, Winneba. **Ms. Issah** 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 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 0548997572/0506372813.

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