



UNIVERSITY OF EDUCATION, WINNEBA

SCHOOL OF BUSINESS

DEPARTMENT OF MANAGEMENT SCIENCES

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**Date:** 10<sup>th</sup> September, 2025

**The Managing Director  
Asar Ramofh Ltd  
P. O. Box SK 2162  
Accra**

Dear Sir/Madam,

**LETTER OF INTRODUCTION- MS. ADELLA BOAHEMAA BONSU**

We write to introduce to you **Ms. Adella Boahemaa Bonsu**, a level 300 student with index number 5231560077 in the Department of Management Sciences of the School of Business, University of Education, Winneba. **Ms. Bonsu** 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 **5<sup>th</sup> January to 30<sup>th</sup> 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 0206409951.

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**

**ASAR RAMOFH LIMITED  
BOX 2162 SAKUMONG ILEKKA**

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Received and approved  
Afua Amoako Abbey  
Manager for People & Business