UNIVERSITY OF EDUCATION, WINNEBA
SCHOOL OF BUSINESS
DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
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26th August, 2025

THE HEADMASTER
GHANA SECONDARY
TECHNICAL SCHOOL
P.O. BOX 252, TAKORADI

Dear Sir/Madam,

LETTER OF INTRODUCTION- MS. REBECCA AHIALE (5231620026)

I write to introduce to you **Ms. Rebecca Ahiale,** a level 300 Student with index number **5231620026** in the Department of Procurement and Supply Chain Management of the School of Business, University of Education, Winneba offering Bachelor of Business Administration (BBA) Procurement and Supply Chain Management.

As part of the academic curriculum, students are required to undertake three (3) credit hours of at least four-month internship programme with a recognized organization, and we wish to present our student to have her internship in your organization. The period of the internship is from **January, 2026 to April, 2026**. Lecturers from the Department will visit the student for supervision at her place of internship during the period. The internship is to familiarise the student with the following:

1. Procurement planning
2. Procurement sourcing
3. The tendering process
4. Contracting and Contract Management
5. Tender Evaluation
6. Stores Administration
7. Any other procurement and supply chain management related area

I would therefore appreciate your kind gesture to enable the student to have her internship in your reputable organization. The student can be contacted on **020 038 9806.**

Please, kindly partner with the University of Education, Winneba in training the requisite manpower for the nation.

Thank you.

Yours faithfully,

UEW - SCHOOL OF BUSINESS

Mr. Alhassan Salifu Bawah
Head of Department