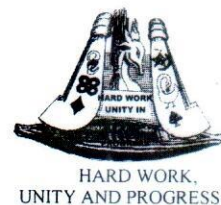


REPUBLIC OF GHANA

EFFUTU MUNICIPAL ASSEMBLY

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



Our Ref: EMA. 02/10/17/145
Your Ref:

19th September, 2025

RE: LETTER OF INTRODUCTION –MS. JOSEPHINE ESSOUN

We refer to your letter dated 5TH August, 2025 with reference letter No. DPSCM/1.4/Vol.16 relating to the above-mentioned 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, to 30th April, 2026.

She will be assigned to the Stores unit of the Assembly.

Counting on your usual kind co-operation, please.

Thank you.

(ABDULAI ALHASSAN ISSIFU)
MUNICIPAL CO-ORDINATING DIRECTOR
For: MUNICIPAL CHIEF EXECUTIVE

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

Cc:

Ms. Josephine Essoun
Student – University of Education
Winneba

Head of Stores
EMA- **Winneba**