



MASENO UNIVERSITY
SCHOOL OF BUSINESS AND ECONOMICS

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Private Bag
MASENO
Kenya

SBE/IA/GSF/31

08/02/2015

TO: _____

Dear Sir/Madam,

RE: REQUEST FOR AN INDUSTRIAL ATTACHMENT PLACEMENT FOR:

Name:ADMNo :

As part of Maseno University Programme to ensure quality of training of our graduates, we wish to request your organization to consider the above student for an Industrial Attachment opportunity. The programme will be due from2015 to end of.....2015.

As a requisite, the student is to be attached to a relevant department in your organization to gain practical skills for a minimum of two months and a maximum of three months.

Our applicant in this case is relevant to the following department(s): *(tick appropriately)*

Finance	☐	Procurement and Supplies Mgt	☐
Sales & Marketing Mgt	☐	Human Resource Mgt	☐
Accounting	☐		

We will be most thankful to facilitate his/her final posting upon your acceptance of this request.

During the attachment period the student will be assessed by a University lecturer in liaison with a Supervisor in the respective departments of your Organization.

Thank you and we look forward to your positive response.

Yours Faithfully,

Dr. Benjamin Ombok
Dean- School of Business & Economics

