



MACHAKOS UNIVERSITY

OFFICE OF THE COORDINATOR FOR INDUSTRIAL ATTACHMENT, INTERNSHIP, APPRENTICESHIP AND LINKAGES

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P.O. Box 136-90100

Machakos

KENYA

All enquiries must be addressed to the Vice Chancellor
When replying please quote:

Our Ref: **MKsU/IA&L/VOL 2**

.....

Student's Personal details

Department

Email

Mobile No.:

Date: _____

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: REQUEST FOR INTERNSHIP

This is to introduce Mr/Miss/Mrs/Ms: _____

Registration Number _____ from Machakos University who was pursuing a Certificate/Diploma/Degree programme in _____ in our institution.

We humbly request for an internship opportunity in your organization for the purpose of acquiring practical work skills and experience in the real work environment.

The bearer of this introduction letter was well disciplined, hard working and committed as a student at the University. Any assistance accorded to him/her will be highly appreciated.

We thank you in advance for your invaluable support and appeal for your co-operation and hoping that you will find the student to be of help to your organization.

NameSignature & Stamp.....

**COORDINATOR-INDUSTRIAL ATTACHMENT, INTERNSHIP, APPRENTICESHIP
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