



TECHNICAL UNIVERSITY OF KENYA
FACULTY OF SOCIAL SCIENCES AND TECHNOLOGY
SCHOOL OF BUSINESS & MANAGEMENT STUDIES

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Date: _____

Dear Sir/Madam,

RE: INDUSTRIAL ATTACHMENT

This is to introduce _____ - **COL. NO.** _____ of Technical University of Kenya who is undertaking Bachelor of Technology, (Office Administration & Technology) Course in the School of Business and Management Studies in the Department of Business Administration and Entrepreneurship. The aim of this letter is to request you to offer the student a place for industrial attachment in your organization from the **month of** _____ **year** _____. The purpose of the industrial attachment is to enable the student acquire practical skills and get an exposure to real work situation and experience.

We thank you in advance and appeal for your continued support and co-operation and hope that you will find the student to be of help to your organization. The Technical University of Kenya, the named student and family (or relatives) will NOT make any claim in the event of death or injury (any degree) to you or your company.

The University has effected adequate insurance cover with **Heritage insurance** to cover the students under Group Personal Accident Policy cover Number 101012551000047.

The student should show you the insurance cover before starting attachment.

Yours faithfully,

Prof. Collins Miruka
Director, School of Business and Management Studies

Student Personal Address:
Cell: _____