



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 Diploma in Business Studies (Human Resource option) course in the School of Business & Management Studies, Department of Business Administration and Management. 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: \_\_\_\_\_

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Education and training for the real world



**ISO 9001:2015 Certified**