



# CAPE COAST TECHNICAL UNIVERSITY

## INDUSTRIAL LIAISON UNIT

December 09, 2019

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Dear Sir / Madam,

### **INDUSTRIAL ATTACHMENT FOR HND STUDENTS (2019/2020)**

This letter introduces to you ....., a level 200 **Higher National Diploma (HND)** student of the **Tourism Department** of the **School of Applied Sciences and Arts**, to undergo his/her Industrial Attachment in your establishment.

The University's Higher National Diploma (HND) requires students to have Industrial Attachment in an establishment to enable them acquire practical skills in their field of specialization.

The Industrial Attachment for the 2019/2020 Academic Year commences on **Monday, June 15, 2020**, and ends on **Friday, August 07, 2020**.

Students would be assessed during this period and we are by this letter informing you that we have Insurance Cover for all of them.

We count on your usual co-operation and hope to be favourably considered.

Thank you.

Yours faithfully,

*LILY DOE*

**LILY DOE (Ms)**

*Head - Industrial Liaison Office*