

# UNIVERSITY OF DAR ES SALAAM

## College of Information and Communication Technologies

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Date: 01<sup>st</sup> Feb, 2014

Your Ref:.....

Our Ref: CoICT/PT/029

To: .....  
.....  
.....  
.....

Dear Sir/Madam,

### Re: REQUEST FOR PRACTICAL TRAINING (PT) ATTACHMENT

Please refer to the above heading,

I, Ms/Mr.....with Reg. No. ...., is a 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> year student pursuing B.Sc in .....at the College of Information and Communication Technologies (CoICT), University of Dar es Salaam (UDSM).

CoICT uses practical training (PT) in industries as an effective way of imparting practical and engineering skills, as well as enhancing the theoretical knowledge obtained in classes. The industrial attachment for practical training is a core part for degree programmes offered at CoICT. Therefore, I hereby, humbly request a practical training placement in your organization/company/institute for this academic year **2013/2014**. The practical training will take place for eight weeks, starting on **07<sup>th</sup> July to 29<sup>th</sup> August, 2014**.

The PT part of my degree programmes will be collaboratively supervised and examined by your staff and my college instructors who usually visit towards the middle of the PT training programme. The University will meet all daily living expenses during the attachment; therefore, there is no direct financial implication to your organization, other than the use of your facilities and expertise.

Thanking you in advance.

Ms/Mr .....