

OPEN UNIVERSITY OF TANZANIA

Faculty of Arts and Social Science

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12th May, 2009

TO WHOM IT MAY CONCERN

REF: INTRODUCTION LETTER

This is to introduce to you..... who is a bonafide student of the Open University of Tanzania.

The Open University of Tanzania Offers Degree Programmes in Sociology and Social Work. Before these students graduate, they have to participate in two field practice as part of their training. The two field practice make up a full course. And therefore the field work is a full academic learning process.

The student carrying this letter seeks to be attached to your organization for the field practice. I'm therefore requesting your esteemed office to consider his/her request.

It is also requested that the head of the organization at the end of his/her stay, to provide us with a report which will stand as part of the assessment. The field practice is expected to run from Mid July - end of August (6 weeks field practice).

Kindly assist the student with the necessary assistance he/she might require.

Dr. Mary Kitula
Head of Department
Sociology and Social Work