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**21<sup>st</sup> May,2009**

## **TO WHOM IT MAY CONCERN**

**Name of the student:.....**

**Re: Intensive face to face session from 31<sup>st</sup> May to 20<sup>th</sup>  
June, 2009**

The Institute of Continuing Education of The Open University of Tanzania will be running an intensive face to face session for students who are pursuing the Diploma in Primary Teachers' Education (ODPTE) course. The session will be held at the following centres:

- Mtwara Teachers' Training College
- Kleruu Teachers' Training College
- Marangu Teachers' Training College
- Bunda Teachers' Training College

The above named student is required to attend this session as part of his/her studies at one of those centres. The purpose of this letter is to kindly request your office to grant him/her permission for the entire duration of the session. Should you have any further queries, please do not hesitate to contact us.

I thank you very much for your cooperation and support on this matter.

Yours Sincerely

Dr.Khatibu G.M.Kazungu  
Acting Director  
Institute of Continuing Education