



MACHAKOS UNIVERSITY

OFFICE OF THE COORDINATOR FOR INDUSTRIAL ATTACHMENT, INTERNSHIP, APPRENTICESHIP AND LINKAGES

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P.O. Box 136-90100
Machakos
KENYA

All enquiries must be addressed to the Vice Chancellor
When replying please quote:

Our Ref: **MksU/IA&L/VOL1./.....**
Your Ref

Student's Personal details

Department
Email
Mobile No.:.....
Date: _____

Dear Sir/Madam,

RE: INDUSTRIAL ATTACHMENT

This is to introduce Mr/Miss/Mrs/Ms: _____
Reg. No. _____ of Machakos University who is undertaking a
Certificate/Diploma/Degree programme in _____
And the year of study is (1st/2nd/3rd/4th/5th). The aim of this letter is to request you to accord him/her an
opportunity to be attached to your Organization/Department of

_____ for a period of at least **Three (3) months**
between _____ and _____ 20 _____ and you will
be expected to make daily entries into his/ her work diary which will be endorsed by his/her supervisor
on a weekly basis. Industrial attachment is a mandatory requirement by the University in partial
fulfillment of the programme being pursued.

The purpose of the Industrial Attachment is to enable the student acquire practical skills in the real work
environment and get exposure as well as experience. During the attachment, the student will be visited
occasionally by staff of the University for the purpose of monitoring progress/performance and
providing further guidance.

We thank you in advance for your invaluable support and appeal for your co-operation and hoping that
you will find the student to be of help to your organization.

The University has an arrangement with the _____ for insurance of the Student under their
Group Personal Accident Policy No. _____

Yours faithfully,

Name..... Signature & Stamp.....
**COORDINATOR FOR INDUSTRIAL ATTACHMENT, INTERNSHIP, APPRENTICESHIP
AND LINKAGES**

