



BUYOGA TSS
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30/06/2026

The Managing Director

Dear Sir/Madam,

Re: REQUEST FOR INDUSTRIAL ATTACHMENT

We are glad to have this opportunity to write requesting an industrial attachment for BUYOGA TECHNICAL SECONDARY SCHOOL's student.

BUYOGA Technical Secondary School (BUYOGA TSS), located in Rulindo District, is pleased to introduce the trainee named below, who has successfully completed **Level 3 in Food and Beverage Operations** and will continue to **Level 4 in the next academic year**. We kindly request you to offer him/her an opportunity for industrial attachment to strengthen practical skills.

Name of Trainee:

The following are the areas that need more enhancements:

Prepare meat, poultry, and egg dishes; Prepare salads and fruits; Prepare vegetables and starch dishes; Prepare stocks, sauces, and soups; Prepare simple bakery products; Perform food and beverage closing duties; Maintain food nutrients in cooking.

We would like to let you know that this industrial attachment is scheduled to start on/...../2026 and to last for at least one month.

You will find enclosed the list of the students and a copy of their risk insurance report.

For further information, do not hesitate to contact MANISHIMWE Marc, the Deputy Headteacher in charge of Studies, at **0785979274**.

We would be grateful if you would assist us.

Thank you for your cooperation.

Yours faithfully,

UWINEZA Richard
Headteacher of BUYOGA TSS

