



BUYOGA TSS  
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27/01/2026

To: The Managing Director

Dear Sir/Madam,

Re: Request for Industrial Attachment

On behalf of **BUYOGA Technical Secondary School (BUYOGA TSS)**, we are honored to submit this request for industrial attachment for a student named..... enrolled in the **Food and Beverage Operations trade, Level 4**.

Industrial attachment is a **core requirement of the Rwanda TVET Board training program**, designed to bridge academic learning with real-world practice. It equips trainees with the professional discipline, technical expertise, and confidence necessary to thrive in the hospitality industry.

The attachment is scheduled to take place from **04 April 2026 to 08 May 2026**. During this period, the trainee will strengthen competencies in:

- Preparation of pasta and starches
- Preparation of sauces and soups
- Preparation of stocks, sauces, and soups
- Preparation of meat, poultry, and fish
- Production of bakery and pastry products
- Food and beverage service techniques
- Kitchen mise en place and operational readiness

We respectfully request your esteemed institution/company to host this trainee and provide the necessary **supervision, mentorship, and exposure to industry standards**. We are confident that the trainee will contribute enthusiasm, dedication, and a willingness to learn, while benefiting greatly from your professional environment.

For further information, please contact **Mr. MANISHIMWE Marc**, Deputy Headteacher in charge of Studies, at **0785979274**.

We sincerely appreciate your support in advancing technical and vocational education in Rwanda and look forward to your positive response.

Yours faithfully,

for UWINEZA Richard Headteacher, BUYOGA TSS

