



REPUBLIC OF RWANDA
 MINEDUC/ RTB
 RUSIZI DISTRICT
 GASHONGA SECTOR
 MIBILIZI SAINT-AUGUSTIN TSS
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Mibirizi, on 29th March, 2026

To [Company Name].....

RE: Apply for Level 4 Student’s Internship.

Dear Sir,

With due respect, we are pleased to write to you this letter requesting an internship for the student in your prestigious company.

In fact, this school practice is the part of the syllabus for **BUILDING CONSTRUCTION** students; it enables them to put into practice what they have learnt in their fields. Thus, if you give him/her this opportunity, the internship will start from the **04th April** up to the **8th May, 2026** in your company.

All other required documents like: **insurance, trainee’s logbook** and **Company supervisor’s logbook** will be brought by the Trainee on the first day of the internship. For more information, don’t hesitate to call us on the following contacts: **(+250) 788281784/(+250) 787010781**.

Hoping that our students will be efficient in your company, we’re looking forward to your positive response.

INSURANCE



Yours Sincerely,

Father Adalbert HABUMUGISHA

School Manager

