



# Kenya Utalii College

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**Our ref: KUC/3/8**

**10<sup>th</sup> December, 2018**

Dear Sir/Madam

**RE: REFRESHER COURSES FOR THE YEAR 2019**

We are pleased to inform you that the training schedules for next year's refresher courses are ready. The courses are foreseen to run between **4<sup>th</sup> March to 21<sup>st</sup> June 2019.**

Kenya Utalii College invites you to consider these training programmes for your staff. Attached herewith is a soft copy of the Booklet and Nomination form. Hard copies of nomination forms duly completed by members of staff and endorsed by the employer should be returned so as to reach us not later than **11<sup>th</sup> January, 2019.**

We assure you of our continued support and remain.

Yours faithfully

  
**P. M. MUINDI**  
Head of Admissions &  
Industrial Training

  
**WILSON K. MWANGI**  
Ag. Director of Studies

**Encl: As stated**

PMM/WKM/jn



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