



Kenya Utalii College

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Our ref: KUC/3/8

6th December, 2019

Dear Sir/Madam

RE: REFRESHER COURSES FOR THE YEAR 2020

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 **9th March to 26th June 2020.**

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 **13th January, 2020.**

We assure you of our continued support and remain.

Yours faithfully

PETER M. MUINDI
Head of Admissions &
Industrial Training

WILSON K. MWANGI
Ag. Director of Studies

Encl: As stated

PMM/ WKM/ jr



ISO 9001: 2015 Certified

