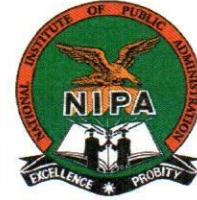


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



All Official Communication
should be addressed to the
Executive Director and not to
individual Officers

NIPA/101/1/5

22nd November, 2024

TO WHOM IT MAY CONCERN

This is to confirm that **Mr/Ms**,..... a
bearer of **NRC No.** is a bonafide student at the
National Institute of Public Administration (NIPA)
pursing.....

Note that the student's 2024 Semester II Examinations are scheduled to take
place from Monday, **25th November, 2024** to Friday, **6th December, 2024**.

In this regard, permission is hereby sought to allow the aforementioned
student study leave for purposes of attending to this important programme.

Yours sincerely,

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION

Mutinta M. Mwananimbwe

DEPUTY REGISTRAR – LEARNERS' AFFAIRS

For/**EXECUTIVE DIRECTOR**

/cn

P.O Box 31990
4810 Dushanbe Road
Lusaka, Zambia
T +260 211 228803/4
233643,222480
F +260 211 227213

E executivedirector@nipa.ac.zm