



# MENGO SENIOR SCHOOL

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P.O.Box 1901  
KAMPALA  
UGANDA

Our Ref:.....

Your Ref:.....

2<sup>nd</sup> May, 2025

The parent / Guardian of

.....  
Thru: The Head teacher  
Mengo S.S

Dear sir / Madam,

*Forwarded*  
*MNS*  
**MENGO SENIOR SCHOOL**  
**HEADTEACHER**  
**2 MAY 2025**  
**P.O. BOX 1901, KAMPALA**

**RE : SENIOR FOUR FIELDWORK STUDY**

The purpose of this letter is to make you aware of the fieldwork study for Senior four students scheduled for 4<sup>th</sup> and 5<sup>th</sup> June 2025.

The Geography department has organized a fieldwork study at Mbalala quarry (Mukono) and BIDCO at Masese in Jinja for the above class. The study aims at exposing students to different geographical aspects which they have studied.

The department humbly requests you to facilitate your dearest child with 60,000/= (sixty thousand shillings only) to cater for transport, entrance and facilitation fees. The school will cater for meals.

Looking forward to seeing a positive response.

Yours faithfully,

NANYANZI, HARRIET  
H.O.D GEOGRAPHY DEPARTMENT 0782373556

You can pay the money to the head of department at school or Ms. Nabulime Grace – 0775378683

I ..... a parent of

..... in

Senior four acknowledge the receipt of this letter and have allowed my child to go the fieldwork study at Mbalala quarry and BIDCO My contact is.....

**Founded In 1895: Over A Century Of Excellence**