



NKABUNE TECHNICAL TRAINING INSTITUTE

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INTERNAL MEMO

FROM: THE PRINCIPAL

TO: 2025 GRADUANDS

DATE: 3RD OCTOBER 2025

SUBJECT: 16TH GRADUATION CEREMONY

It gives great pleasure to invite you to the forthcoming graduation ceremony scheduled for Friday 31st October 2025 at the institute graduation square, starting promptly at 9:00 am.

This memorable occasion marks the culmination of your hard work and dedication, and we look forward to celebrating this achievement with you, your family and friends.

In preparation to this event, you are further requested to attend the graduation rehearsal on Wednesday 29th October 2025. Attendance at the rehearsal is mandatory for all graduands as it will familiarize you with the proceedings and ensure the ceremony runs smoothly.

Kindly ensure that all financial obligations are settled by 15th October 2025 to facilitate your inclusion in the graduation program (in relation to graduation).

NB: You can channel the payment through Mpesa Paybill No. **522123**, Account No. **38557k**.

We look forward to your presence at both the rehearsal and graduation ceremony.

Yours sincerely,



Penninah Ngina Musili (Mrs)
PRINCIPAL