Instruction:

1) In places marked with "\*", select the appropriate option.

2) Fill in the fields marked in yellow with the data.

3) Delete these instructions.

[city, date]

Name and surname: [name and surname]

Album number: [album number]

Type and mode of studies: [type and mode of studies]

Field of study: [field of study]

**Jakub Lasocki, PhD Eng.**

**Associate Dean for Student Affairs**

**Automotive and Construction Machinery Engineering Faculty**

**Warsaw University of Technology**

I would like to kindly ask you to be able to pass the apprenticeship on the basis of running a business [name of the company / institution] with its registered office at [address of the company / institution]. In my Business Activity, I am [name of position] from/during\* [date of employment/traineeship], and my Business Activity consists of [business sector]. The scope of my duties includes/included\*: [scope of duties in the conducted Business Activity].

I dedicate the period [selected four weeks during running a business] to the implementation of apprenticeship.

Yours sincerely,

[signature of the student]

Attachment: Current certificate of entry in the Central Registration and Information on Business CEIDG (https://aplikacja.ceidg.gov.pl/ceidg/ceidg.public.ui/search.aspx).