



# SIR RICHIE FOUNDATION



P.O.BOX 120, TEPA, KUMASI TEL. 050 362 5252,  
E-MAIL- [RICHARDAKUBI@GMAIL.COM](mailto:RICHARDAKUBI@GMAIL.COM), FACEBOOK: SIRRICHIEFOUNDATION,  
IG: @SIRRICHIEFOUNDATION, TWITTER: @SIR\_RICHIEF, YOUTUBE: SIRRICHIEFOUNDATIONTV

Our Ref.....

Your Ref.....

DATE: January 29, 2020.

.....  
.....  
.....  
.....

Dear Sir/Madam

## **REQUEST OF ASSISTANCE**

In keeping with the foundation requirement and mission to support the marginalized and the vulnerable in our society. Sir Richie Foundation will be providing a general Health Screening for the market women at Jackie Market Center.

I write therefore to seek for the assistance of your outfit in the eye screening section by support us with your abled men and women and facilities to make this program a success. The program is scheduled as followed;

Date: February 7, 2020.

Time: 9: 00am

Venue: Jackie Apatamu (near the lorry station).

We count on your kind corporation.

Thank you

Yours faithfully,

.....  
Samuel Tufuor  
(Secretary)

.....  
Richard Appiah Kubi  
(President)