



# MAASAI MARA UNIVERSITY (MMU)

## GAMES AND SPORTS DEPARTMENT

REF: \_\_\_\_\_

DATE: .....

FROM: The Director of Sports  
Maasai Mara University (MMU)

TO:

.....

.....

### **SUBJECT: LOSS/DAMAGE OF SPORTS EQUIPMENT/ FACILITIES**

You are hereby reminded that:-

1. You caused the loss/ damage of the following sports equipment/ facilities as per Ref.....
  - (i) .....
  - (ii) .....
  - (iii) .....
  - (iv) .....
  - (v) .....
2. By copy of this letter therefore, you are required to **immediately** ..... (Repair/ replace) the above listed equipment / facilities as per the MMU Rules and Regulations within SEVEN (7) days w.e.f the above date.
3. You shall be surcharged if you fail to.....(repair/replace) the said equipment / facilities by date..... in accordance with Article 2.2.3 on page 8.

Thank you.

**Games and Sports tutor**