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Date: 12 February 2025

**TO: All District Offices of Education and Schools**

**FROM: Mr G.N Ngcobo**

**Head Of Department**

**Department Of Education**

**Subject: Request for Acceptance of Installation by Dragon Alexa**

Dear District Offices of Education/Schools

I am writing to formally request your esteemed office to accept the installation by Dragon Alexa, as outlined in the agreement that was signed and approved by the Head of Department (HOD).

As per the terms of the agreement between the KZN Department of Basic Education and Dragon Alexa, all necessary provisions for the installation have been made, and we are now in the final stages of ensuring the seamless integration of the services outlined in the contract. The installation is in line with the objectives of our department to enhance educational infrastructure, and we believe it will significantly contribute to the improvement of educational services in our district offices.

We kindly ask that you facilitate the acceptance process and provide any required support to ensure the timely completion of the installation. We appreciate your cooperation in this matter and look forward to a successful collaboration between all parties involved.

Thank you for your attention to this request.

Yours faithfully,

MR G.N NGCOBO

HEAD OF EDUCATION

KZN EDUCATION

DATE: