

SALVATION ARMY BASIC SCHOOL
P.O.BOX MP 256
MAMPROBI, ACCRA
25TH DECEMBER, 2020

THE DIRECTOR
GHANA EDUCATION SERVICE
ABLEKUMA WEST MUNICIPAL
DANSOMAN

APPLICATION FOR A TRANSFER

NAME:

STAFF ID:

RANK:

REGD. NUMBER

CONTACT:

I humbly write for a release from Ablekuma West Municipal to Ayawaso Central Municipal. I am a teacher at Salvation Army Basic School who have been in the Municipal since my first appointment in the year 2009.

The transfer has been necessitated due to my ill-health and as such need regular medical attention and care.

I would therefore be more grateful if my application is considered to enable me receive regular medical care from my doctor in the aforementioned municipal.

Attached are my assurance letter, and other relevant documents for your perusal.

Counting on your good offices for a favourable response.

Thank you.

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[JOHN DOE]
(020 000 0001)