- SALVATION ARMY BASIC SCHOOL

P.O.BOX MP 256
MAMPROBI, ACCRA
25TH DECEMBER, 2020

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

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THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
GREATER ACCRA REGION
ACCRA

THE DIRECTOR
GHANA EDUCATION SERVICE
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APPROVAL FOR FURTHER STUDIES

NAME: JOHN DOE
STAFF ID: 001456
RANK: PRINCIPAL SUPERINTENDENT
REGD. NUMBER: 4856/10

I humbly write to seek for your approval to further my education at **UNIVERSITY OF CAPE COAST**, **BREKUM COLLEGE OF COLLEGE CENTRE** through SANDWICH MODE. The course I wish to pursue takes place during school vacation periods. As a result, it would not affect instructional hours.

The course begins from January, 2021.

Attached are copies of my admission 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)