

[YOUR ADDRESS HERE]

12TH OCTOBER, 2020.

THE EXECUTIVE SECRETARY
NATIONAL TEACHING COUNCIL
ACCRA

COVER LETTER FOR
MR. JOHN DOE WITH STAFF ID: 1101245

I humbly write to your office to grant Mr. John Doe of Salvation Army Basic School with staff ID 1101245 a teacher registered number. He has been at post since he was posted in December, 2020 and has worked satisfactorily.

I hope this letter will be given the needed consideration.

Thank you.

Yours faithfully,

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[NAME OF HEAD]

Headteacher