

[YOUR ADDRESS]

N8TH MAY, 2020.

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

THRO'
THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
GREATER ACCRA REGION
ACCRA

THRO'
THE DIRECTOR
AYAWASO CENTRAL MUNICIPAL
ACCRA NEWTOWN

CHANGE OF MANAGEMENT UNIT

JOHN DOE

STAFF ID: 1012451

CONTACT: 020 000 0001

I humbly write for the correction of my management unit from **SALVATION ARMY 2 PRIMARY (GOV)** to **ST. JOHN'S BASIC SCHOOL (GOV)** due to a District/Regional transfer.

This will enable my management unit to validate me for onward processing of my salary.

Counting on your good offices for a favourable response.

Attached is a copy of my payslip and transfer letter for your perusal.

Thank you.

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