

[INSERT YOUR ADDRESS]

12<sup>TH</sup> OCTOBER, 2020.

THE EXECUTIVE SECRETARY  
NATIONAL TEACHING COUNCIL  
ACCRA

**APPLICATION FOR REGISTERED NUMBER**

**NAME: JOHN DOE**

**STAFF ID: 0000000**

**SSF. NO.: C0000000000000**

**RANK: SNR. SUPT. II**

**CONTACT: 020 000 0011**

I wish to apply for a registered number as a teacher in Salvtion Army Basic School.

I completed Ada College of Education and graduated in July, 2019, written the Teacher Licensure Examination and passed, completed the mandatory National Service and have accepted posting to Salvation Army Basic School and have remained at post till date.

Counting on your good offices for a favourable response.

Thank you.

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