

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 UPGRADING TO PRINCIPAL SUPERINTENDENT**

**NAME:**  
**STAFF ID:**  
**RANK:**  
**REGD. NUMBER**  
**CONTACT:**

I am a teacher of the above-mentioned school and I have served for 10 years in the teaching service.

I have completed my first degree in **Bachelor of Education in Basic Education** in the year 2018 and due for upgrading from **Senior Superintendent II to Principal Superintendent**.

Attached are copies of certificate, transcript 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)