SALVATION ARMY BASIC SCHOOL

P.O.BOX MP 256

MAMPROBI, ACCRA

25TH DECEMBER, 2020

THE DIRECTOR GENERAL

GHANA EDUCATION SERVICE

HEADQUARTERS

ACCRA

THRO’

THE REGIONAL DIRECTOR

GHANA EDUCATION SERVICE

GREATER ACCRA REGION

ACCRA

THE DIRECTOR

GHANA EDUCATION SERVICE

ABLEKUMA WEST MUNICIPAL

DANSOMAN

**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)