

ADANKWAME BASIC SCHOOL

P.O.BOX AD 225

ADANKWAME, KUMASI

18TH NOVEMBER, 2021

THE DIRECTOR

GHANA EDUCATION SERVICE

ATWIMA NWABIAGYA NORTH DISTRICT

BAREKESE

APPLICATION FOR A TRANSFER

NAME:

STAFF ID:

RANK:

REGD. NUMBER

CONTACT:

I humbly write for a release from Atwima Nwabiagya North District to Amansie Central District. I am a teacher at Olam Basic School who have been in the district since my first appointment in the year 2006.

The transfer has been necessitated due to my ill-health and as such need regular medical attention and care.

I would therefore be more grateful if my application is considered to enable me receive regular medical care from my doctor in the aforementioned district.

Attached are my assurance letter, and other relevant documents for your perusal.

Counting on your good offices for a favourable response.

Thank you.

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[KOFI APPIAH]
(050 000 0000)