[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

**CORRECTION OF MANAGEMENT UNIT**

**JOHN DOE**

**STAFF ID: 1012451**

**CONTACT: 020 000 0001**

I humbly write for the correction of my management unit from **KOKOMLEMLE 2 PRIMARY (GOV)** to **PANAMA 2 JHS (GOV)** due to a wrong placement of management unit during my biometric registration as a newly posted teacher.

This will enable me to access my payslip and for 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 biometric registration and appointment letter for your perusal.

Thank you.

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