[YOUR ADDRESS HERE]

8TH 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

**RESTORATION OF SALARY AND CHANGE OF MANAGEMENT UNIT**

NAME:

STAFF ID:

SSF. NO.

RANK:

BANK:

CONTACT:

I humbly write for the restoration of salary and change of management unit.

I have been transferred as a teacher from …………………….. School to………………… Basic School. My name has been deleted from the payroll since March, 2020 due to the delay in change of management unit and failure to be validated.

I am by this letter requesting for your assistance to restore my salary and also change my management unit.

Counting on your usual co-operation.

………………………