

[YOUR ADDRESS]

20TH AUGUST, 2021.

THE DIRECTOR GENERAL
GHANA EDUCATION SERVICE
HEADQUARTERS
ACCRA

THRO'
THE REGIONAL DIRECTOR
GHANA EDUCATION SERVICE
ASHANTI REGION
KUMASI

THRO'
THE DIRECTOR
GHANA EDUCATION SERVICE
ATWIMA NWABIAGYA NORTH DISTRICT
BAREKESE

CHANGE OF MANAGEMENT UNIT

NAME:

STAFF ID:

CONTACT:

I humbly write for the correction of my management unit from **ATWIMA NWABIAGYA DEO** to **NKAWIE SEC. TECH. MGT** due to a [District/Regional] transfer.

This will enable my current management unit to validate me for onward processing of my salary.

Counting on your good offices for a favourable response.

Attached are copies of my payslip and transfer letter for your perusal.

Thank you.

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