

ADANKWAME BASIC SCHOOL  
P.O.BOX AD 225  
ADANKWAME, KUMASI  
18<sup>TH</sup> NOVEMBER, 2021

THE DIRECTOR GENERAL  
GHANA EDUCATION SERVICE  
HEADQUARTERS  
ACCRA

THRO'  
THE REGIONAL DIRECTOR  
GHANA EDUCATION SERVICE  
ASHANTI REGION  
KUMASI

THE DIRECTOR  
GHANA EDUCATION SERVICE  
ATWIMA NWABIAGYA NORTH DISTRICT  
BAREKESE

**APPROVAL FOR FURTHER STUDIES**

**NAME:**  
**STAFF ID:**  
**RANK:**  
**REGD. NUMBER:**

I humbly write to seek for your approval to further my education at **UNIVERSITY OF CAPE COAST, AKOKERRI 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, 2022.

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.

.....  
[KOFI APPIAH]  
(050 000 0000)