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[YOUR ADDRESS HERE]

[DATE ]

THE FINANCE MINISTER,  
MINISTRY OF FINANCE AND ECONOMIC PLANNING,  
ACCRA.

THRO:  
THE DIRECTOR GENERAL  
GHANA EDUCATION SERVICE  
ACCRA

THRO:  
THE REGIONAL DIRECTOR  
GHANA EDUCATION SERVICE  
KUMASI

THRO:  
THE DISTRICT DIRECTOR  
GHANA EDUCATION SERVICE  
NWABIAGYA NORTH DISTRICT

**SUBJECT: APPLICATION FOR CAR MAINTENANCE ALLOWANCE**

**NAME:** YOUR NAME HERE

**STAFF NUMBER:** YOUR STAFF NUMBER

**REGISTERED NUMBER:** YOUR LICENSE OR REGISTERED NUMBER

Dear [Sir / Madam]

I kindly request your consideration for a vehicle maintenance allowance. I use my personal vehicle to attend [school/office] regularly.

The frequent use of my vehicle has increased maintenance and repair costs, which are becoming a significant financial burden for me.

I would be grateful if you could grant me this allowance to help cover the expenses associated with maintaining my vehicle.

This would greatly help me in performing my job duties safely and efficiently.

Attached to this letter are copies of the required necessary documents and proof of my qualifications.

Yours Sincerely,

[Your Name]

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