SCHOOL ADDRESS

DATE

THE DIRECTOR GENERAL -HQ,

GHANA EDUCATION SERVICE,

P.O.BOX 45MB,

ACCRA.

THRO’

THE REGIONAL DIRECTOR,

GHANA EDUCATION SERVICE

**ENTER YOUR REGION**

TOWN

THRO’

THE DIRECTOR

ENTER YOUR DISTRICT NAME

TOWN

**APPLICATION FOR UPGRADING TO [ENTER NEW RANK] ASSISTANT DIRECTOR II**

**NAME:**

**STAFF ID:**

**RANK:**

**REGD. NUMBER/NTC NUMBER**

**CONTACT:**

I am a teacher of the above-mentioned school and I have served for 5 years on [ **Enter previous rank** ] the teaching service.

I have completed my first degree in **Bachelor of Education in Basic Education** in the year 2018 and due for upgrading from **Principal Superintendent** to Assistant Director II or

**Senior Superintendent II to Principal Superintendent**.

Attached are copies of certificate, transcript and other relevant documents for your perusal.

Counting on your good offices for a favourable response.

Thank you.

Yours faithfully,

 .........................

[NAME ]

(NUMBER )