[YOUR ADDRESS HERE]

30TH JANUARY,2024.

THE DIRECTOR

ACCRA METRO DIRECTORATE

GHANA EDUCATION SERVICE

ACCRA.

Dear Sir/Madam,

**APPLICATION FOR RE-INSTATEMENT OF RESPONSIBILITY ALLOWANCE.**

NAME:

REGD.NUMBER:

RANK:

ID. NUMBER:

SSNIT NUMBER:

CONTACT NUMBER:

I wish to apply for the re-instatement of my responsibility allowance as a [ STATE RESPONSIBILITY] . The allowance went off my payslip since **DATE** following my promotion from the rank of Assistant Director I to that of Deputy Director.

I would be very grateful if this humble request of mine is considered and approved as I count very much on your good offices for a favourable response.

Enclosed are a copy of my promotion letter appointment letter, cover letter and payslip.

Yours faithfully,

……………………..

[YOUR NAME]