[YOUR ADDRESS]

N8TH MAY, 2020.

THE DIRECTOR GENERAL

GHANA EDUCATION SERVICE

HEADQUARTERS

ACCRA

THRO’

THE REGIONAL DIRECTOR

GHANA EDUCATION SERVICE

GREATER ACCRA REGION

ACCRA

THRO’

THE DIRECTOR

AYAWASO CENTRAL MUNICIPAL

ACCRA NEWTOWN

**CHANGE OF MANAGEMENT UNIT**

**JOHN DOE**

**STAFF ID: 1012451**

**CONTACT: 020 000 0001**

I humbly write for the correction of my management unit from **SALVATION ARMY 2 PRIMARY (GOV)** to **ST. JOHN’S BASIC SCHOOL (GOV)** due to a District/Regional transfer.

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

Counting on your good offices for a favourable response.

Attached is a copy of my payslip and transfer letter for your perusal.

Thank you.

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