

[YOUR ADDRESS HERE]

30<sup>TH</sup> AUGUST, 2021.

THE DIRECTOR GENERAL  
GHANA EDUCATION SERVICE  
HEADQUARTERS  
ACCRA

THRO'  
THE REGIONAL DIRECTOR  
GHANA EDUCATION SERVICE  
ASHANTI REGION  
KUMASI

THRO'  
THE DIRECTOR  
ATWIMA NWABIAGYA NORTH DISTRICT  
BAREKESE

**APPLICATION FOR SALARY ADJUSTMENT**

NAME:  
STAFF ID:  
SSF NO.:  
RANK:  
BANK:  
CONTACT:

I humbly write for salary adjustment after a successful promotion examination from the rank of Principal Superintendent to Assistant Director II.

Attached are photocopies of my payslip, appointment letter and congratulatory printout.

Thank you.

.....