Your Address,

18th march, 2022.

The Director General,

Ghana Education Service (HQ),

Accra.

Through:

The Regional Director,

Ghana Education Service,  
…………….Region.

The Metropolitan Director,

Ghana Education Service,

….Town.

The Headmistress,

School name

Town

Dear Sir/Madam,

**APPLICATION FOR CHANGE OF MANAGEMENT UNIT**

**NAME:**

**STAFF ID:**

**SCHOOL:**

I write to request for a change of management unit to the above-named school.

I am a teacher transferred from ……………………………….to ……………………………. and currently at post. I would therefore like the management unit to be changed to **……………………………………..**

Attach are the necessary documents required.

I count on your usual cooperation.

Thank you.

Yours faithfully,

…….………………….

Your name

(Contact)