YOUR ADDRESS

THE DISTRICT DIRECTOR  
Ghana EDUCATION SERVICE  
AGYEI KOTOKU DISTRICT  
AGYEI KOTOKU

Dear Sir,  
APPLICATION OF AN ASSURANCE OF VACANCY

NAME:  
STAFF ID:  
REG. No:  
RANK:  
MOBILE:

I would like to apply for an assurance of vacancy in your district. I am a professional teacher at**name of school** in the**name of district** and I have been at post since my first appointment in **year** as **a/an name of subject** teacher.  
I hold**qualification** from the **name of college/university of education** and currently pursuing**regular/sandwich/distance programme** at **the name of course** at the name of institution (that’s if you are on further studies).  
My quest to get closer to my family as well as my arduous search for a new challenge and experience in the service has necessitated moving hence; my choice of your district is in the right direction.**(Your reason may vary from this)**I would be grateful if you could assure me of a vacancy in your district.  
I hope my application will meet your kindest consideration it deserves.  
Attached copies of my certificate and other vital documents for perusal.  
I am looking forward to hearing favorably from you soon.

**Yours Faithfully,**

**Signature**  
**Name**