

Benjamin Kwame Kutoh

P.O. Box 6017 Accra-North

11th January 2023.

THE HEADMISTRESS,

DON BOSCO CATH. GIRLS KG/PRIMARY

ROMAN – WINNEBA.

Dear Madam,

PERMISSION TO ABSENT MYSELF FROM SCHOOL

I am writing to request a week off from work due to financial constraints. My family and I are currently experiencing financial difficulties, and I will be unable to afford my school expenses for the next week.

I understand the importance of my role at the school and the responsibilities that come with it, but I hope you can understand the difficult situation that I'm in currently. I assure you that I will make up any missed work and will not fall behind in my duties. I will also make sure to provide a proper handover to a colleague to cover my absence.

I would be very grateful if my request could be granted. Please let me know if there is any additional information or documentation that you need from me.

Thank you for your understanding and support and hope to be in school on the 16th of January 2023 lord willing.

Sincerely,

Benjamin Kwame Kutoh.