

Techiman North District Education Office
Post Office Box 03
Tuobodom, B/E.
10th October, 2021.

The Chair Persion
Techiman North
Post Office Box 03
Tuobodom B/E.

Dear Madam,

APPLICATION FOR WELFARE BENEFIT

I wish to apply for my welfare benefit from your outfit. I lost my mother on the 8th of July, 2021 at Techiman Gyarko line. The funeral rites has since been performed and attended by the director of education director and staff at the house at Gyarko line on the 12th July, 2021 in accordance with Muslim customary practices.

I therefore deem it necessary to apply for my claim from the staff welfare of the Techiman North Education Office. Find attached a copy of the funeral card of my belated mum.

I count on your usual and kind consideration.

Yours faithfully,

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(Zugudaa Kenneth Kanyiti)