

GHANA HIGHWAY AUTHORITY

ASHANTI REGION



*In case of reply the
number and date of this
letter should be quoted*

REGIONAL OFFICE

P.O.BOX 1914

KUMASI - GHANA

DATE:

Our Ref. No. : GHA/ASH/

Your Ref. No.

Tel No. 03220-2331-2332 (Main)

Fax. 03220-28019 (Direct)

THE ESTATE MANAGER

GHANA HIGHWAY AUTHORITY

HEAD OFFICE, ACCRA

Dear Sir,

REQUEST FOR ACCOMODATION

We would be very grateful if you could provide accommodation for Mr. /Mrs. /Miss

.....

.....

..... who is/are on official duties in Accra.

Main purpose of the visit

.....

.....

From to

MICHAEL C. TURKSON

ADMINISTRATIVE MANAGER

FOR: REGIONAL HIGHWAY DIRECTOR, ASH.