08158335627,

SBTP/09/0645

Oke-Bola Comprehensive High School (Junior),

NTC Road, Sharp-Corner, Oke-Ado,

Ibadan.

17th March, 2025

To,

The Executive Chairman,

Oyo State Post Primary Teaching Service Commission,

Secretariat,

Ibadan.

Through,

The Principal,

Oke-Bola Comprehensive High School (Junior)

NTC Road, Sharp-Corner, Oke-Ado,

Ibadan.

Dear Sir,

**REQUEST FOR THE NORMALIZATION OF YEAR OF PROMOTION AND STEP ON MY PROMOTION LETTER**

I write to formally request the correction of an error in my promotion letter and the normalization of my step and year of promotion.

1. I was due for promotion in the year 2021 (July) which I was not given until the year 2022.
2. I am supposed to be on Grade Level 12 step 5 instead of Grade Level 12 step 4.

In view of the above, I kindly request the commission to please adjust my step and year of promotion to the normal year and step.

I would be grateful to your swift action on this matter, as the correction will ensure my career progression.

Kindly find attached relevant document for your reference.

Thank you for your usual consideration.

Yours Faithfully,

Mrs. Isele Omolola Yemisi