Universal Basic Education

Commission,

FCT Sub-Zonal Office,

Apo Legislative Quarters,

Garki -Abuja,

11th December, 2023

The Executive Secretary

Universal Basic Education Commission

No.7, Gwani Street

Wuse Zone 4

Abuja,

The Director

FCT Sub-Zonal Office,

Appo Legislative Quarters,

Abuja.

Attentions.

The Director,

Administration and Supplies Department,

Universal Basic Education Commission,

No.7 Gwani Street,

Wuse Zone 4,

Abuja,

**Ma,**

**Application for 2023 Annual leave**

I wish to apply for my 2023 annual leave, the period will be used to enable me to settle some family issues.

The leave if approved would be effective from 20th December 2023 to 10th of January, 2024 i will be grateful if my application is given due Consideration.

**Thank You Ma.**

Yours Faithfully