

19th January , 2024.

The Head Of Department
University of Education, Winneba
Department of Art Education
P.O. BOX 25

Dear Sir,

APPLICATION FOR LEAVE

I am **OPPPONG JOEL** with the index number **202126166** from the Department of Art Education, Winneba. I wanted to inform you that I have been given a temporal opportunity to travel outside the country, specifically to the UK.

I wanted to seek your permission as it would require me to be away for a period of time. I will leave on the 29th of January, 2024 and return on the 19th of March, 2024 and will be ready to jump back into my duties.

Attached is my traveling documents for your perusal.

I truly appreciate your consideration and support in this matter.

Thank you.

Best regards,

OPPPONG JOEL