

Felix Mensah Zodanu,

P. O. Box OF 221,

Ofankor, Accra.

March 4, 2024.

The Headmaster,
Sampotter's Universal Academy,
Accra-Ghana.

Dear Headmaster,

REQUEST FOR EARLY DEPARTURE ON FRIDAYS FOR LECTURES.

I am writing to formally request permission to leave work early on Fridays at 1:30 PM. The reason for this request is to attend lectures related to my ongoing studies.

I kindly request your approval for this arrangement, and I am open to discussing any necessary adjustments to ensure a smooth workflow.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

Felix Mensah Zodanu

Teacher

(0540247168).