P.O.BOX KF491

27 / 07 / 2019

The Municipal Director

Ghana Education Service

Koforidua

Dear Sir/Madam,

REQUEST FOR TRANSFER FROM SUHUM KRABOA COALTAR TO NEW JUABEN MUNICIPAL GHANA EDUCATION SERVICE

With dew respect, I wish to request for transfer from the Suhum Kraboa Coaltar Senior High School in the Suhum Kraboa Coaltar District to any senior high school in the New Juaben Municipal Ghana Education Service with effect from next academic year.

Sir, my area of teaching is Textile/Management of the Home Economics Department.

I do promise to offer my best to help the students achieve and attain in these subjects to enhance their capacity in that given area.

I do hope my request will be granted.

Thank you and standing by for a positive response please.

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Yours Faithfully,

Cynthia Amoako Prempeh

(0205111877 / 0543856580)