{{SCHOOLNAME}}

{{ADDRESS}}

{{ADDRESSTOWN}}.

{{DATEONLETTER}}.

THE DISTRICT DIRECTOR

GHANA EDUCATION SERVICE

{{DISTRICT}}

{{TOWN}}.

**APPLICATION FOR UPGRADING TO {{NEXTRANKTITLE}}**

**{{NAME}}**

**STAFF ID: {{STAFFED}}**

**REGISTERED NO.: {{REGISTERNO}}**

I am a teacher at {{SCHOOLNAME}} and I have served for {{NUMBEROFYEARSINSERVICE}} years in the teaching sector.

I successfully completed {{NAMEOFPROGRAM}} program in {{YEARCOMPLETED}} which I am due for upgrading from {{CURRENTRANK}} to {{NEXTRANK}}.

I have attached copies of relevant documents to this letter.

I would be grateful if my request meets your kind consideration.

Thank you.

...........………………………

{{NAME}}

{{PHONE}}