{{SCHOOLNAME}}

{{ADDRESS}}

{{ADDRESSTOWN}}.

{{DATEONLETTER}}.

THE DISTRICT DIRECTOR

GHANA EDUCATION SERVICE

{{DISTRICT}}

{{TOWN}}.

**APPLICATION FOR RELEASE TRANSFER**

**{{NAME}}**

**STAFF ID: {{STAFFID}}**

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

I am a teacher at {{SCHOOLNAME}} in {{CURRENTDISTORREG}} and I have served for {{NUMBEROFYEARSSERVED}} years.

I would like to apply for {{LEVELOFTRANSFER}} transfer from {{CURRENTDISTORREG}} to {{NEWDISTORREG}}.

The transfer will help my {{REASON}}.

I have attached copies of my assurance letter and other vital documents for your perusal.

I count on your usual cooperation.

Thank you.

...........………………………

{{NAME}}

{{PHONE}}