{{SCHOOLNAME}}

{{ADDRESS}}

{{ADDRESSTOWN}}.

{{DATEONLETTER}}.

THE DISTRICT DIRECTOR

GHANA EDUCATION SERVICE

{{DISTRICT}}

{{TOWN}}.

**APPLICATION FOR SALARY RE-ACTIVATION**

**{{NAME}}**

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

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

I hereby write to inform the IPPD of the {{YOURDISTRICT}} Education Office about a salary challenge I encountered in the month of {{MONTHORS}}.

I teach in {{SCHOOLNAME}} in {{CIRCUITNAME}} circuit.

I did not receive my {{MONTHORS}} salary from the Controller and Accountant General’s (CAGD).

I humbly write to crave the indulgence of the IPPD coordinator to reactivate my salary.

Attached are the necessary documents for your perusal.

Thank you and counting on your usual cooperation.

...........………………………

{{NAME}}

{{PHONE}}