[YOUR ADDRESS HERE]

24TH OCTOBER,2018.

THE DIRECTOR

ACCRA METRO DIRECTORATE

GHANA EDUCATION SERVICE

ACCRA.

Dear Sir/Madam,

**APPLICATION FOR RE-INSTATEMENT OF RESPONSIBILITY ALLOWANCE.**

NAME:

REGD.NUMBER:

RANK:

ID. NUMBER:

SSNIT NUMBER:

CONTACT NUMBER:

I wish to apply for the re-instatement of my responsibility allowance as a headteacher of a basic school. The allowance went off my payslip since 2018 following my promotion from the rank of Assistant Director I to that of Deputy Director.

I would be very grateful if this humble request of mine is considered and approved as I count very much on your good offices for a favourable response.

Enclosed are a copy of my promotion letter appointment letter and payslip.

 Yours faithfully,

……………………..

 [YOUR NAME]