**FORESTRY COMMISSION**

**HEADQUARTERS**

P. O. Box MB 434, ACCRA GHANA

Tel: +(233) 302 - 401210

 +(233) 302 - 401227

 +(233) 302 - 401216

Fax: +(233) 302 - 401197

E-mail: info@hq.fcghana.org

Website: www.fcghana.org

VISION: To leave future generations and their communities with richer, better, more valuable forestry

 And wildlife endowments than we inherited

**MEMO**

**From :** ICT Officer

**Through :** Ag. Director, ICT

**To :** Chief Executive

**Date :** 05/03/ 2019

**Subject :** REQUEST FOR ACCOMMODATION

I am an ICT Officer (Assistant Manager) at the Corporate Headquarters, who recently had a burglary incident at my residence in Teshie.

It has become necessary for me to relocate due to the security implication associated with that incident.

I would therefore wish to request for an amount of Sixteen Thousand Eight Hundred Ghana Cedis (**GH¢16,800.00**) to assist me rent a new accommodation.

I hope my request will meet your favourable consideration.

Thank you.

**Bernard Cecil Arthur**