

Subject: Request  
From: Kessim SchoolA <schoolakessim@yahoo.com>  
Date: Tue, January 19, 2010 6:05 am  
To: Info@mfantsemanofCa.org

Mankessim M/A JHS 'A'  
P O Box 36  
Mankessim  
19th January, 2010

Dear Sir,

APPLICATION FOR TEACHING AND LEARNING  
MATERIALS AND OTHER AMENITIES

Subject to the aims and objectives of your organization, the headmistress, and the Parents and Teachers Association of the above named school wish to apply for teaching and learning materials from your outfit as an organization to improve teaching and learning in the school and the community as a whole.

The following items are highly needed:

- Desktop computers and accessories
- Laptop computers and accessories
- Projector and accessories
- Internet facilities
- Set of jerseys and footballs/net balls/volleyballs
- Photocopier
- Ceiling fans

Besides the items listed, the school also need other amenities such as pipe borne water and a toilet facility to improve the schools' standard.

Currently the schools enrollment is five hundred and eighty two(582) i.e both Primary and JHS. The schools BECE result in 2008 and 2009 are 77.85% and 89.71% respectively. Thus, you will agree with us that when teaching and learning materials such as what we have requested are provided, they will greatly enhance the performance of our students.

The school management hope to hear favourably from you.

Thank you.

Yours faithfully,  
Susanna Amuah  
(Headmistress)