

SAMPLE NYSC RELOCATION LETTER

[Your Full Name]

[Your NYSC State Code Number]

[Your Current PPA]

[Your Phone Number]

[Date]

The State Coordinator,
NYSC [Current State] Secretariat,
[Address]

Dear Sir/Madam,

RE: REQUEST FOR RELOCATION FROM [CURRENT STATE] TO [REQUESTED STATE]

I am writing to respectfully request relocation from my current state of service in [Current State] to [Requested State] for [briefly mention main reason].

I am currently serving at [Name of your PPA] with my NYSC State Code Number [Your Code Number]. I was deployed to [Current State] during the [Month/Year] Batch [Batch Letter] Stream [Stream Number] mobilization.

The reason for my relocation request is [provide detailed explanation of your circumstances].
[Add 2-3 sentences with specific details about your situation and why relocation is necessary].

I have attached the following documents to support my application:

1. [Document 1, e.g., medical report from a government hospital]
2. [Document 2, e.g., Letter from employer/spouse's deployment letter]
3. [Document 3, e.g., Any other relevant supporting document]

I kindly request your favourable consideration of my application for relocation to [Requested State] to enable me to complete my national service successfully.

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Thank you for your understanding and assistance in this matter.

Yours faithfully,

[Your Signature]

[Your Full Name]

[Your NYSC State Code Number]