

# Letter for Unpaid NYSC Allowance Format

[Your Full Name]  
[Your Address]  
[City, State]  
[Date]

The State Coordinator  
NYSC [State Name] Secretariat  
[State Address]  
[City, State]

Dear Sir/Madam,

## Re: Request for Payment of Unpaid NYSC Allowance

I hope this letter finds you well. I am writing to formally request the payment of my unpaid monthly allowance for the National Youth Service Corps (NYSC) program. I have not received my allowance for the month(s) of [mention the specific month(s)], despite other corps members in my batch confirming receipt of theirs.

### Personal Information:

- **Full Name:** [Your Full Name]
- **NYSC Call-Up Number:** [Your Call-Up Number]
- **State Code Number:** [Your State Code]
- **Batch:** [Your Batch, e.g., Batch B, Stream 2]
- **Place of Primary Assignment (PPA):** [Name of Your PPA]
- **Bank Name and Account Number:** [Your Bank Name and Account Number]

I have made several inquiries at the Local Government office, and my Zonal Inspector has also confirmed that the allowances have been disbursed. However, I am yet to receive any credit alert from my bank, and my bank statement for the period in question shows no record of the payment.

Attached to this letter are the following documents to support my claim:

1. A copy of my bank statement for the relevant month(s).
2. A copy of my NYSC identification card.
3. [Any other relevant documents, such as previous correspondence].

I kindly request that my unpaid allowance for the specified month(s) be processed and paid to me as soon as possible. The prompt payment of the allowance will enable me to meet my basic needs during the service year and fulfill my responsibilities at my Place of Primary Assignment.

I would appreciate any assistance you can provide in ensuring that this matter is resolved quickly. Thank you for your time and understanding, and I look forward to a favorable response.

Yours faithfully,

[Your Full Name]  
[Phone Number]