

NYSC Permission Letter to Travel for Convocation Leave Format

**[Your Full Name]
[NYSC State Code]
[Your Address]
[City, State]**

[Date]

The Local Government Inspector
[Local Government Area]
[State]

Dear Sir/Madam,

Subject: Request for Permission to Travel for Convocation Leave

I am [Your Full Name], with NYSC call-up number [Your Call-Up Number], currently serving at [Name of Place of Primary Assignment (PPA)], [Location]. I am writing to kindly request permission to travel to [City/State of the Convocation] to attend my convocation ceremony at [Name of University] scheduled for [Convocation Date].

The event is a significant milestone in my academic journey, and I would be grateful to participate in the ceremony. I intend to travel on [Proposed Departure Date] and return on [Proposed Return Date], amounting to a total of [Number of Days] days of leave. I assure you that I will resume my duties at my PPA immediately after the convocation.

Attached is a copy of the convocation invitation letter from my university for your reference. I kindly request your approval for this leave, and I promise to comply with all NYSC regulations regarding travel during the service year.

Thank you for your consideration. I look forward to your positive response.

Yours faithfully,
[Your Full Name]
[NYSC Call-Up Number]
[Phone Number]

Attachments:

- Copy of Convocation Invitation Letter