

NYSC Query Response Letter Format

[Your Name]
[Your State Code / NYSC ID]
[Your Place of Primary Assignment (PPA)]
[Date]

The State Coordinator,
National Youth Service Corps (NYSC),
[State of Service],
[Address of NYSC Secretariat].

Dear Sir/Madam,

RE: RESPONSE TO QUERY DATED [Insert Date of Query]

I, [Your Name], with state code [State Code / NYSC ID], a corps member serving at [Place of Primary Assignment], hereby respond to the query issued to me on [date of query].

The query, which concerned [summarize the nature of the issue raised, e.g., "my alleged absence from my place of primary assignment without proper authorization"], is well acknowledged. I would like to sincerely apologize for any inconvenience or misunderstanding my actions may have caused, and I am eager to clarify the circumstances that led to the incident.

The incident occurred due to [provide a factual and concise explanation for your behavior. If it was a health-related issue, explain the situation, attaching relevant medical reports or hospital documentation if available. If it was due to a misunderstanding or other unavoidable circumstance, offer a truthful account]. Unfortunately, I was unable to [report on time/request official permission] due to [additional explanation if needed, e.g., sudden illness, family emergency].

I would like to reiterate that my intentions were not to disregard the regulations of the National Youth Service Corps or to act in a manner that would jeopardize the integrity of my service. I understand the importance of compliance with all NYSC regulations and the responsibilities that come with being a corps member. I assure you that this incident will not repeat itself, and I am taking the necessary steps to ensure strict adherence to all guidelines moving forward.

I humbly request that you accept my explanation in good faith and kindly reconsider any disciplinary action associated with this query. I am committed to fulfilling my duties diligently and to contributing positively to my Place of Primary Assignment for the remainder of my service year.

Thank you for your time and consideration. I remain available to provide any further clarification if needed.

Yours faithfully,

[Your Name]
[Your State Code / NYSC ID]
[Your Place of Primary Assignment]
[Phone Number]
[Email Address]

Make sure to personalize the letter with the correct details and attach any relevant supporting documents if applicable.