**DDII (Tech),**

{mda} has forwarded a letter with **Ref No: {referenceNumber}** dated **{requestDate}** requesting the correction of the date of birth for one of its Officers on the IPPIS Platform.

2. In view of the sensitive nature of changes on the HR Records in question on the IPPIS Platform, the request has been examined vis-à-vis the attached documents, and the Officer's records on the IPPIS Platform are outlined below.

**Correction of Date of Birth**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **REQUEST** | **SUPPORTING DOCUMENTS** | **OBSERVATION** | **REMARK** |
| i | {name}  IPPIS No: {ippisNumber} | Correction of date of birth from {previousDOB} to {newDOB} | {supportingDocsList} | {observation} | {remark} |

3. In view of the above, I wish to recommend that approval be granted for the correction of the officer’s date of birth on the IPPIS Platform, changing it from {previousDOB} to **{newDOB}**.

4. If paragraph 3 is approved, please find draft letter a.b.c for vetting

5. Submitted for further directives, please.

{date}

**{date}**

**{recipient}**,

{address}

**RE: REQUEST FOR CORRECTION OF DATE OF BIRTH IN RESPECT OF {name} with IPPIS N0: {ippisNumber}**

I am directed to acknowledge receipt of your letter Ref No: **{referenceNumber}** dated **{requestDate}** on the above subject and to inform you that the Head of the Civil Service of the Federation has approved the request for Correction of date of birth of **{name}** from to {previousDOB} to **{newDOB}** on the IPPIS Platform

2. The correction of the name has been effected on the IPPIS Platform and will start to reflect on the officer's payslip from {effectiveMonth}. Kindly note this for your records and inform the Officers accordingly.

3. Please, accept the warm regards of the Head of Civil Service of the Federation.

**Usenekong Akpan**

*Director IPPIS-SW*

For: Head of Service of the Federation