**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 observation, I wish to recommend that approval should not be granted at this time and that {mda} should re-submit the request including Personnel File at point of entry for further consideration

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 convey that the request has not been processed for approval by the Head of the Civil Service of the Federation due to {reasonForRejection}.

2. You may wish to resubmit the request, attaching all relevant documents for further consideration

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