

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[NSFAS Office Address]
[City, State, Zip Code]

Subject: Documentation Request for NSFAS Application

Dear NSFAS Office,

I hope this letter finds you well. I am writing to formally request the necessary documentation regarding my NSFAS application for the academic year [insert year].

My details are as follows:

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Student Number: [Your Student Number]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

I would appreciate it if you could provide me with the following documents:

1. Proof of application submission
2. Status update on my NSFAS funding application
3. Any additional information required for my application

Please let me know if there are any forms I need to fill out or further steps I must undertake to expedite this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]