

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

Dear NSFAS Financial Aid Office,
Subject: Application for Financial Aid

I hope this letter finds you well. I am writing to formally apply for financial aid through the National Student Financial Aid Scheme (NSFAS) for the [academic year/semester]. I am currently enrolled in [Your Course/Program] at [Institution Name] and my student number is [Your Student Number].

Due to [briefly explain your financial situation, e.g., family circumstances, job loss, etc.], I am unable to afford the costs associated with my education, including tuition fees, books, and other necessary expenses. I am committed to completing my studies and believe that with the support of NSFAS, I can achieve my academic goals. Attached to this letter, you will find the necessary documents to support my application, which includes:

1. Proof of income (if applicable)
2. Parents'/guardians' financial statements
3. Academic records
4. Any other required documentation

I kindly request your assistance in providing financial aid so that I may continue my studies without interruption. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Student Number]