

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

[Recipient Name]
[Recipient Position]
[Institution Name]
[Institution Address]
[City, Zip Code]

Dear [Recipient Name],

Subject: Application for NSFAS Scholarship

I hope this letter finds you well. My name is [Your Name], and I am currently a student at [Your Current Institution] pursuing [Your Course/Program] in [Your Year of Study]. I am writing to formally apply for the NSFAS scholarship for the [Academic Year/Term].

Due to [brief explanation of your financial situation or need for assistance], I am in need of financial support to continue my studies.

I have attached the required documents, including [List of Documents, e.g., proof of income, ID documents, academic records].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]