

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

[NSFAS Address]
[City, State, ZIP Code]

Dear NSFAS Support Team,

Subject: Request for Support Letter

I am writing to request a support letter from NSFAS regarding my financial assistance for the academic year [Year]. My details are as follows:

- Name: [Your Full Name]
- Student Number: [Your Student Number]
- Institution: [Name of Your Institution]
- Course: [Course/Program Name]
- Year of Study: [Year of Study]

Due to [briefly explain your financial situation or reasons for needing support], I am seeking assistance to help cover my educational expenses. I would greatly appreciate it if you could provide a support letter that outlines my eligibility and the funding I will be receiving. This letter will be beneficial for [mention any specific purpose, e.g., accommodation, application for further funding, etc.].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]