

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

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

Subject: NSFAS Verification Letter

Dear [NSFAS Officer's Name/NSFAS Team],

I, [Your Full Name], ID Number: [Your ID Number], am writing to request verification of my NSFAS application for the [academic year/semester]. My application reference number is [your NSFAS reference number].

I have enclosed the necessary documents to support my verification request, including [list of documents, e.g., proof of income, identity document, etc.].

I kindly ask for your assistance in processing my verification as I aim to ensure my eligibility for financial assistance in pursuing my studies at [name of institution].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]