Andrew Mashamba,

Mbezi Beach – Africana,

Dar es salaam,

01/08/2023

Branch Manager,

NSSF Ubungo Office Block,

Left Wing, 1st Floor, Dar es Salaam, Tanzania.

Subject: Request for NSSF Contribution Refund

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request the refund of all my NSSF contributions since I was terminated from my employment on 18th May 2022. My name is Andrew Mashamba, and my NSSF membership number is **66805716**, and my former employer was UBX Tanzania Ltd.

The reason for requesting the refund is that my father, Stanslaus Majinji Mashamba, has fallen seriously ill, and his medical condition requires immediate attention and ongoing care. Due to the severity of his illness, I find myself in a position where I need to dedicate all my time and resources to ensure he receives the necessary medical treatment and support during this challenging period.

As a result of this unexpected situation, I am facing financial constraints, and the refund of my NSSF contributions would provide significant relief in covering the medical expenses and caring for my father. I am aware of the importance of the NSSF contributions for my future security, but the urgent medical needs of my father currently take precedence.

I kindly request your assistance in expediting the process of refunding my NSSF contributions. If possible, I would appreciate it if you could provide me with the necessary documents and guidance on the required steps to facilitate this refund.

I assure you that, once my financial situation stabilizes, I intend to resume contributing to the NSSF scheme to secure my future retirement benefits.

Thank you for your understanding and prompt attention to my request.

Looking forward to your positive response.

Sincerely,

Andrew Mashamba