

Subject: Request for Consideration Regarding Missing Payslips

To Whom It May Concern,

I hope this message finds you well.

I am writing to explain a situation regarding the absence of certain financial documents required for my bursary application.

My mother was recently laid off from her job. As a result of her termination and the circumstances surrounding it, she has been unable to obtain her payslips for the months of March, April, and May. We have made efforts to retrieve these documents but have been unsuccessful thus far.

We understand that payslips are typically a required component of the bursary application to verify income and financial need. However, due to the nature of her job loss, we kindly request your understanding and consideration of this matter. If necessary, we are willing to provide alternative supporting documentation such as a termination letter, or bank statements.

Thank you for your time and understanding. Please let me know if there are any alternative steps, we can take to fulfil this requirement.

Sincerely,

Benson Chua Geok Meng

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