Maurice Ochieng’,

Tel: 0724241739,

27/09/2019.

The Manager,

Financial Aid Office,

Strathmore University,

P.O Box 59857,

Nairobi.

Dear Sir,

REF:Request for financial assistance

My name is Maurice Ochieng. I am the uncle to Wycliffe Omondi, a student at Strathmore University. It is unfortunate that we as a family could not keep our word to cover the 20% of school fee as we had promised before. The fees was supposed to be raised from contributions and commitments by close family members according to the agreement made when he was joining Strathmore.

Being a family issue, other people offered accomodation while others were to support him with pocket money and clothig. Few people have always tried to keep their words, while others have had new unanticipated cases coming up thus limiting their capabilities. This has led to lack of enough money to clear the fee balance in time, making the student to fail to sit for the examination and also to register for the units in time.

I have always been keen with his grades and it is evident that the delays in unit registration, failing to sit the examination in time and spending some time without going to school due to lack of money, is really affecting his concentration and general perfomance in class.

Following a recent ordeal with his aunty (Jane Ouda), who has been offering him accomodation since 2018, Wycliffe has had difficult times trying to find a place to settle. Initially he was reffered to me for accomodation. I accepted him, but with my family and him, I could not manage all of us. Right now he is staying with a friend temporarily.

I am requesting that if it is possible on your side, you can extend his scholarship to cover his fees and also help him get permanent place to settle for the remaining time he will be in school. I am concerned about him, but I am not able to give him the support he requires.

Yours Sincerely

Maurice Ochieng’