

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Servicer's Name]
[Loan Servicer's Address]
[City, State, Zip Code]

Dear [Loan Servicer's Name],

Subject: Request for Loan Forgiveness

I hope this message finds you well. I am writing to formally request forgiveness for my loan [Loan Number] due to [briefly state reason, e.g., financial hardship, medical reasons, etc.].

I have [provide a brief explanation of your situation, including any relevant details or documentation that supports your request].

I kindly ask for your consideration of my request for loan forgiveness and any assistance you can provide.

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

Sincerely,
[Your Name]