

[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 or "To Whom It May Concern"],

Subject: Request for Loan Forgiveness

I hope this letter finds you well. I am writing to formally request the forgiveness of my loan, [loan account number], under [specific loan forgiveness program, if applicable].

I have [briefly explain your situation, e.g., financial hardship, job loss, etc.], which has made it increasingly difficult for me to meet my loan obligations. I have attached relevant documentation for your review. I appreciate your consideration of my request and look forward to your prompt reply.

Thank you for your understanding.

Sincerely,

[Your Name]