

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[School District/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request loan forgiveness under the [specific loan forgiveness program] based on my service as a teacher at [School Name] from [start date] to [end date]. During my time at [School Name], I have dedicated myself to providing quality education to my students and contributing to the success of the school community. [Briefly describe your contributions, achievements, or any relevant details about your teaching experience].

I have met the eligibility requirements outlined in the [loan forgiveness program details], including [mention any specific criteria, such as years of service, full-time employment, etc.].

Attached to this letter are the necessary documents to support my application, including [mention any attachments, such as proof of employment, loan details, etc.].

Thank you for considering my request. I appreciate your time and support in this matter, and I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Additional Contact Information, if necessary]