

[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]

Subject: Hardship Loan Forgiveness Application

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request the forgiveness of my loan due to financial hardship. My account number is [Your Account Number].

I have been experiencing [briefly describe your hardship, e.g., job loss, medical emergency, etc.], which has significantly impacted my ability to make my loan payments. [Provide a short explanation of your current financial situation, including any relevant details about income or expenses.]

Given these circumstances, I kindly ask for your consideration of my request for loan forgiveness. I have attached supporting documentation, including [list any documents you are including, such as pay stubs, medical bills, unemployment letters, etc.].

Thank you for your understanding. I look forward to your prompt response to my request.

Sincerely,
[Your Name]