

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Loan Servicer/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the possibility of forgiveness for my private loan with account number [Your Loan Account Number].

Due to [briefly explain your circumstances, e.g., financial hardship, unemployment, etc.], I am seeking assistance with my loan repayment. I believe I may qualify for some form of loan forgiveness or relief.

I would appreciate any information you could provide regarding the options available to me, including the necessary steps to apply for forgiveness or any documentation that may be required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]