

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization or Institution Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Loan Forgiveness

I hope this letter finds you well. I am writing to formally request loan forgiveness based on my disability status.

I am a [brief description of your disability] and have been unable to [explain how your condition affects your ability to repay the loan]. Due to this situation, I am seeking relief from my student loan obligations. My loan account number is [insert loan account number]. I have attached the necessary documentation to verify my disability and my financial situation, including [list attachments, e.g., medical records, income statements, etc.].

I appreciate your consideration of my application for loan forgiveness. Please let me know if you require any additional information or documentation. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]