

[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: Request for Loan Forgiveness

Dear [Loan Servicer's Name],

I am writing to formally request loan forgiveness for my federal student loans. My name is [Your Full Name] and my account number is [Your Account Number].

I have fulfilled the necessary requirements under the [specific forgiveness program, e.g., Public Service Loan Forgiveness (PSLF)] and I believe that my loans qualify for forgiveness.

[Optional: Briefly explain your situation, detailing your employment history, payment history, and any other relevant information that supports your request.]

I have attached [list any documents you are including, such as proof of employment, payment history, etc.] to support my application for loan forgiveness.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]