

[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]

Dear [Loan Servicer's Name or "To Whom It May Concern"],  
Subject: Request for Loan Forgiveness under PSLF Program

I hope this letter finds you well. I am writing to formally request loan forgiveness for my federal student loans under the Public Service Loan Forgiveness (PSLF) program. I am currently employed by [Nonprofit Organization Name] as a [Your Job Title], where I have served since [Date of Employment].

I understand that my employment with a qualified public service organization qualifies me for this program. Enclosed with this letter, you will find the necessary documentation, including:

1. Proof of my employment with [Nonprofit Organization Name].
2. Completed PSLF Employment Certification Form.
3. Loan account statements.

I have made [number] qualifying payments on my loans during my employment period, and I believe I meet all the criteria for forgiveness.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Nonprofit Organization Name]