

[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 for Public Service Employment

Dear [Loan Servicer's Name or "Loan Forgiveness Department"],
I hope this letter finds you well. I am writing to formally request the forgiveness of my student loans under the Public Service Loan Forgiveness (PSLF) Program. Below are my details related to this request:

****Borrower Information:****

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Account Number: [Your Loan Account Number]

****Employment Details:****

- Employer Name: [Your Employer's Name]
- Employer Address: [Employer's Address]
- Job Title: [Your Job Title]
- Employment Start Date: [Start Date]
- Employment Status: [Full-time/Part-time]

I have been employed in a qualifying public service position since [Start Date], and I have made [XX] qualifying payments toward my Direct Loans. I have attached the necessary documentation to confirm my employment and payment history.

I believe I meet all the requirements for the PSLF Program, and I respectfully ask for the forgiveness of my outstanding loan balance. Should you require any additional information or documentation, please do not hesitate to contact me.

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

Sincerely,

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

[Attachments: Employment Certification Form, Payment History, etc.]