

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Loan Servicer's Name]

[Loan Servicer's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Loan Forgiveness - [Loan Account Number]

I am writing to formally request forgiveness of the loan issued to [Your Organization's Name] under the [Specific Loan Program Name] program. Our organization, a non-profit classified under [IRS Status], has successfully met the requirements for loan forgiveness as outlined in the program guidelines.

We have attached all relevant documentation, including:

1. Proof of eligible expenses
2. Payroll records
3. Certification of non-profit status

We appreciate the support that the [Loan Servicer's Name] has provided us during these challenging times and hope to continue our partnership in furthering our mission. Please let us know if you require any additional information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Enclosures: [List of attached documents]