

[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 Customer Service],

Subject: Request for Student Loan Discharge

I hope this letter finds you well. I am writing to formally request a discharge of my student loans due to [insert reason for discharge, e.g., total and permanent disability, school closure, false certification, etc.].

My loan details are as follows:

- Borrower Name: [Your Name]
- Account Number: [Your Account Number]
- Loan Type: [Federal or Private Loan]

[Provide a brief explanation supporting your request, including any relevant details or documentation you are enclosing or have already submitted.]

I kindly ask for your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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