

[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 hope this message finds you well. I am writing to formally request forgiveness for my student loan(s) under the [specific loan forgiveness program, e.g., Public Service Loan Forgiveness].

1. **\*\*Introduction\*\***:

- State your name and any relevant identification numbers (e.g., account number, Social Security number).
- Mention the type of loans you are seeking forgiveness for.

2. **\*\*Eligibility Overview\*\***:

- Briefly outline how you meet the eligibility criteria for the forgiveness program (e.g., type of employment, qualifying payments made).

3. **\*\*Supporting Documentation\*\***:

- List the documents you are including to support your application (e.g., employment certification form, proof of payments).

4. **\*\*Request for Confirmation\*\***:

- Ask the loan servicer to confirm receipt of your request and documentation.

5. **\*\*Contact Information\*\***:

- Provide your contact information again for any follow-up.

Thank you for considering my request. I look forward to your prompt response regarding my loan forgiveness application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]