

[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],

Subject: Request for Loan Forgiveness

I hope this letter finds you well. I am writing to formally request a review of my loan forgiveness eligibility for my [type of loan] under the [specific program or act, if applicable].

As a mature student, I returned to education to enhance my skills and support my family. However, due to [specific circumstances such as economic hardship, health issues, etc.], I am struggling to manage my loan repayments.

I have completed the following courses and gained valuable skills, including [list relevant courses or skills]. Despite my efforts, my current income is insufficient to maintain my loan payments, and I believe I qualify for assistance.

Attached to this letter, you will find the documentation that supports my request, including [list of documents such as income statements, tax returns, etc.].

I kindly ask for your understanding and assistance in navigating this matter. Please let me know if there are additional forms or information required to process my request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]