

[Your Name]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Bank/Loan Service Provider Name]  
[Bank Address]  
[City, State, Zip Code]  
Subject: Request for PPP Loan Forgiveness

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request forgiveness of my Paycheck Protection Program (PPP) loan under the CARES Act. Below are the details of my loan and the necessary documentation attached for your review:

**\*\*Loan Details:\*\***

- PPP Loan Number: [Loan Number]
- Date of Loan Disbursement: [Date]
- Loan Amount: \$[Amount]

**\*\*Borrower Information:\*\***

- Borrower Name: [Your Business Name]
- Tax Identification Number: [Your TIN]

**\*\*Use of Funds:\*\***

I have utilized the loan proceeds in accordance with the PPP forgiveness guidelines, primarily for:

1. Payroll expenses for [number of employees] employees.
2. Rent and mortgage interest payments for my business property.
3. Utilities expenses incurred during the covered period.

**\*\*Supporting Documentation:\*\***

Enclosed please find the following documents to support my forgiveness request:

1. Payroll reports documenting the employee salaries and hours worked.
2. Lease agreements and mortgage statements confirming pay periods.
3. Utility bills showing expenses incurred during the covered period.
4. [Any other relevant documentation].

I believe that I have met all the criteria for loan forgiveness and look forward to your prompt processing of this request. Should you require any additional information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]