

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Department]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Student Loan Forgiveness

I hope this letter finds you well. I am writing to formally request student loan forgiveness under [specific program or circumstances, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.].

I graduated from [Your Institution] in [Year] with a degree in [Your Degree/Major]. Since then, I have made significant contributions to [specific field or service area] by [briefly describe your relevant work/service].

My loan details are as follows:

- Loan Servicer: [Servicer Name]
- Account Number: [Account Number]
- Total Amount: [Total Loan Amount]

I have fulfilled all eligibility requirements for forgiveness as outlined in [reference specific program guidelines or criteria]. Specifically, I have [list requirements you've met, such as years of service, payment history, etc.].

Attached, please find all necessary documentation, including:

- [List any documents you are including, such as proof of employment, payment history, etc.]

I appreciate your attention to this matter and look forward to your prompt response regarding my request for loan forgiveness. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]