

****Student Loan Forgiveness Request Template****

[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 Student Loan Forgiveness

Dear [Loan Servicer's Name],

I am writing to formally request forgiveness of my student loans under [specific forgiveness program, e.g., Public Service Loan Forgiveness]. I believe I qualify based on the following criteria:

1. ****Borrower Information****

- Name: [Your Full Name]

- SSN (last four digits): [XXXX]

- Account Number: [Your Loan Account Number]

2. ****Details of the Loan****

- Loan Type: [e.g., Federal Direct Loan, Federal Family Education Loan, etc.]

- Disbursement Dates: [List of dates]

- Current Balance: [Current Balance Amount]

3. ****Eligibility for Forgiveness****

- Employment History: [Details of qualifying employment, including employer name, dates, and role]

- Payment History: [Summary of qualifying payments made]

- Other Relevant Information: [Any additional documentation that supports your request]

4. ****Attached Documentation****

- [List of attached documents, e.g., employment verification, payment records, etc.]

I appreciate your attention to this matter and look forward to your prompt response regarding my request for loan forgiveness.

Thank you for your assistance.

Sincerely,

[Your Name]