

[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 student loan forgiveness for my Federal [or Private] student loans. My details are as follows:

- Borrower Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Loan Account Number: [Your Account Number]

[Explain your situation briefly, e.g., employment in a qualifying profession, financial hardship, or other reasons.]

I have attached the necessary documentation to support my request, including [list any relevant documents such as employment verification, income statements, or any forms required by the loan servicer].

I appreciate your attention to this matter and hope for a positive response. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]