

[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],

I am writing to request forgiveness of my student loan, account number [Your Account Number]. Due to [brief explanation of financial hardship or qualifying circumstances], I am unable to continue making payments.

I have diligently pursued opportunities to manage my debt and have provided all necessary documentation to support my request.

I kindly ask for your consideration in granting me forgiveness for my loan under [specific forgiveness program, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]