

[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 Representative/To Whom It May Concern],
I hope this letter finds you well. I am writing to formally request forgiveness of my student loans under [specific forgiveness program, e.g., Public Service Loan Forgiveness (PSLF), Teacher Loan Forgiveness, etc.].

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

- Name: [Your Full Name]
- Student Loan Account Number: [Your Loan Account Number]
- Date of Birth: [Your Date of Birth]
- Social Security Number (last four digits): [XXXX]

2. ****Background****

- I graduated from [Your College/University] in [Year] with a degree in [Your Degree Program].
- [Briefly explain your employment history, including current employer and position, relevant to forgiveness eligibility.]

3. ****Eligibility Criteria****

- [Detail how you meet the criteria for the forgiveness program, including payment history, years of service, and any other relevant information.]

4. ****Documentation Enclosed****

- [List any supporting documents you are including, such as employment certification forms, tax documents, or other relevant paperwork.]

5. ****Request for Confirmation****

- I kindly request you confirm receipt of this letter and provide updates regarding the status of my loan forgiveness application.
- Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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