

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Loan Servicer/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Student Loan Forgiveness

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request forgiveness of my student loans under [specify program, if applicable, e.g., Public Service Loan Forgiveness]. I have completed [mention details of service or eligibility criteria, e.g., years of qualifying service, employment information, etc.]. Throughout this time, I have been committed to [mention relevant contributions or experiences].

Enclosed with this letter are copies of my [mention any supporting documents, e.g., employment verification, payment history]. I respectfully request your prompt attention to my application for forgiveness.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student Loan Account Number] (if applicable)