

[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 hope this letter finds you well. I am writing to formally request forgiveness of my student loans under [specific program or criteria, e.g., Public Service Loan Forgiveness]. My account number is [Your Account Number].

I have completed [relevant details about employment, repayment history, or any required criteria] and believe I meet the qualifications for loan forgiveness as outlined by the program.

Enclosed are the following documents to support my request:

- [List of Documents, e.g., Employment Certification, Payment History, etc.]

I kindly ask that you review my application for forgiveness and inform me of any additional information required. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]