

[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: Appeal for Student Loan Forgiveness

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally appeal the decision made regarding my application for student loan forgiveness under [specific program, e.g., Public Service Loan Forgiveness]. My account number is [Your Account Number].

I believe my case merits a review due to [specific reasons for appeal, e.g., length of service, employment status, financial hardship]. I have demonstrated my commitment to [program requirements, e.g., public service] by [briefly explain your contributions or qualifications].

[Include any relevant documentation or evidence to support your appeal, e.g., employment verification, income statements, etc.].

I kindly request a reconsideration of my application for forgiveness and hope to hear from you soon. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]