

[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 forgiveness program, e.g., Public Service Loan Forgiveness].

My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Account Number: [Your Account Number]

Over the past [number of years], I have been employed as a [your job title] at [employer's name], which is a qualified organization under the forgiveness program criteria. During this time, I have made [number of payments] qualifying payments towards my loans.

Enclosed are copies of my [related documents, e.g., employment verification, payment records] to support my request.

I appreciate your assistance in reviewing this request, and I look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]