

[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 am writing to formally request the forgiveness of my federal student loans under [specific forgiveness program, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.].

Account Information:

- Borrower Name: [Your Name]
- Social Security Number: [Last Four Digits]
- Loan Account Number(s): [Account Numbers]

I have met the eligibility criteria for forgiveness, as outlined in [specific guidelines or requirements]. [Briefly explain your situation and circumstances that support your request for forgiveness.]

Enclosed with this letter, you will find the documents supporting my application, including [list documents, e.g., proof of employment, tax forms, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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