

****Student Loan Forgiveness Letter Outline****

1. **Your Contact Information**

- Name
- Address
- City, State, ZIP Code
- Email Address
- Phone Number
- Date

2. **Recipient Information**

- [Loan Servicer/Organization Name]
- [Address]
- [City, State, ZIP Code]

3. **Subject Line**

- Request for Student Loan Forgiveness

4. **Salutation**

- Dear [Recipient's Name or "Loan Servicer"],

5. **Introduction**

- Briefly introduce yourself.
- State the purpose of the letter.

6. **Body Paragraphs**

- **Loan Details**

- Mention the type of loans and total amount.
- Provide account numbers if applicable.

- **Forgiveness Eligibility**

- Explain why you qualify for forgiveness (e.g., public service, income-driven repayment plan).

- **Supporting Information**

- Include any relevant documentation or experiences that support your request.

7. **Conclusion**

- Reiterate your request for forgiveness.
- Express gratitude for their time and consideration.

8. **Closing**

- Sincerely,
- [Your Name]