

[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 or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to formally request consideration for student loan forgiveness under the [specific program name, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.]. My details are as follows:

- \*\*Name:\*\* [Your Full Name]
- \*\*Social Security Number:\*\* [Last Four Digits Only]
- \*\*Account Number:\*\* [Your Loan Account Number]
- \*\*Loan Type:\*\* [Type of Loans You Have (e.g., Direct Loans, FFEL Loans, etc.)]

I have completed [number of qualifying payments or years of service] as of [specific date] while working in [describe your qualifying employment, e.g., a non-profit organization, a public school, etc.]. Enclosed are my supporting documents, including [list documents, e.g., employment certification, payment history].

I appreciate your consideration of my request and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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