

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Loan Servicer Name]
[Loan Servicer Address]
[City, State, Zip Code]

Subject: Request for Student Loan Forgiveness

Dear [Loan Servicer's Name or Title],

1. ****Introduction****

- State your purpose: Request for student loan forgiveness
- Briefly mention your loan details (type, amount, etc.)

2. ****Eligibility Statement****

- Outline the criteria you meet for forgiveness
- Reference any relevant programs (e.g., PSLF, TEACH Grant)

3. ****Supporting Documentation****

- List attached documents (e.g., proof of employment, payment history)

4. ****Personal Impact Statement****

- Share a brief narrative about how loan forgiveness would impact your life

5. ****Closing Statement****

- Express gratitude for their consideration
- State your willingness to provide additional information if needed

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]