

[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: Application 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 the [specific forgiveness program name, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.].

I graduated from [University/College Name] with a degree in [Your Degree] on [Graduation Date]. Since then, I have been employed as a [Your Job Title] at [Employer's Name], where I [briefly describe your job responsibilities and how they relate to the forgiveness program].

As part of my application for loan forgiveness, I have enclosed the following documents:

1. Copy of my diploma
2. Employment verification letter
3. Loan statements

I have successfully made [number of payments] qualifying payments toward my loans and have adhered to all program requirements. I kindly request that you review my application for forgiveness and provide me with the necessary steps moving forward.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student Loan Account Number]