

[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]

Dear [Loan Servicer's Name or "To Whom It May Concern"],

Subject: Request for Student Loan Forgiveness

I hope this letter finds you well. I am writing to formally request forgiveness for my student loans under [specific program or law, e.g., Public Service Loan Forgiveness (PSLF), Total and Permanent Disability Discharge, etc.].

My account details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

I believe I qualify for loan forgiveness based on the following criteria:

1. [Discuss your eligibility based on appropriate criteria, such as employment in a qualifying field, completion of necessary repayment periods, etc.]
2. [Mention supporting documentation, e.g., payment history, employment verification, etc.]
3. [Any other relevant information or circumstances affecting your loan status.]

Enclosed are copies of the documents supporting my request:

- [List any enclosed documents, e.g., employment verification, proof of community service, etc.]

I kindly ask for your prompt attention to this matter. Please confirm receipt of this request and inform me of any additional information required. I appreciate your assistance.

Thank you for your time and consideration.

Sincerely,

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