

[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],

I hope this letter finds you well. I am writing to formally request consideration for student loan forgiveness under the [specific program, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.].

1. ****Background Information****

- Name: [Your Full Name]
- Account Number: [Your Account Number]
- Loan Type: [Federal/Private]
- Total Loan Amount: [\$Amount]

2. ****Eligible Employment****

- Employer: [Your Employer's Name]
- Job Title: [Your Job Title]
- Employment Dates: [Start Date - End Date or "Present"]
- Description of Duties: [Briefly describe job responsibilities relevant to forgiveness program]

3. ****Payment History****

- Number of Qualifying Payments: [Number]
- Dates of Payments: [List relevant dates or state "Current"]

4. ****Supporting Documentation****

- [List of attached documents, such as employment verification, payment history, etc.]

5. ****Personal Statement****

- [A brief narrative about your commitment to public service or education, and why forgiveness is crucial for you]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation.

Thank you for considering my request for student loan forgiveness.

Sincerely,
[Your Name]