

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Student Loan Forgiveness

I hope this letter finds you well. I am writing to formally request student loan forgiveness under [specify the relevant program or criteria].

[Explain your situation briefly - how the loan has impacted you, any financial hardship, and your eligibility for forgiveness.]

[Provide supporting details and documents, if applicable. Mention any pertinent experiences, qualifications, or contributions you have made that support your request.]

I have attached [list any attachments, such as documentation of income, hardships, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]