

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request consideration for loan forgiveness due to my recent bankruptcy filing and the financial hardships that have accompanied this situation.

As of [Date of Bankruptcy Filing], I have been unable to meet my financial obligations due to [briefly explain the reasons for your bankruptcy, e.g., loss of income, medical expenses, etc.]. This has severely impacted my ability to pay back my loans, including the one I have with your organization.

I am aware of the policies surrounding loan forgiveness and would like to discuss my circumstances in detail. I believe that due to [specific reasons that justify your request for forgiveness], I may qualify for assistance.

I appreciate your time and understanding as I navigate this challenging period. I am hopeful for a favorable resolution and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]