

[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 Forgiveness of Private Student Loans

Dear [Loan Servicer's Name or "To Whom It May Concern"],  
I hope this message finds you well. I am writing to formally request the forgiveness of my private student loans, account number [Your Account Number]. Due to [briefly explain your situation, e.g., financial hardship, medical issues, etc.], I have found it increasingly difficult to manage my monthly payments.

[Optionally, provide specific details about your situation: current income, job status, any relevant medical conditions, etc.]

I have explored several repayment options, including [mention any steps you've already taken, like deferment or forbearance], but unfortunately, they have not alleviated my financial burden.

Given my current circumstances, I kindly request your consideration for loan forgiveness. I appreciate your attention to this matter and hope for a favorable response. Please feel free to contact me at [your phone number] or [your email address] for any further information or documentation needed to support my request.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Social Security Number or Date of Birth, if required]  
[Enclosures: if any, such as financial documents]