

[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 Hardship Loan Forgiveness

Dear [Loan Servicer's Name or Title],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request loan forgiveness due to my current financial hardship.

Unfortunately, [briefly explain your situation, such as job loss, medical issues, etc.]. This sudden change has significantly impacted my ability to make regular loan payments, and despite my best efforts to manage my finances, I find myself in a difficult position.

I have attached relevant documentation to support my request, including [list any documents such as income statements, medical bills, or termination letters].

I kindly ask you to consider my situation and provide assistance by granting forgiveness for my loan under these extenuating circumstances. Thank you for your understanding and consideration. I look forward to your response.

Sincerely,
[Your Name]