

[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 Loan Forgiveness Based on Income

Dear [Loan Servicer's Name or Title],

I hope this letter finds you well. I am writing to formally request loan forgiveness based on my current income situation. My account details are as follows:

- Account Number: [Your Account Number]
- Loan Type: [Type of Loan]

Due to [briefly explain your financial circumstances, e.g. job loss, reduced income, medical expenses], my current income has significantly decreased, making it challenging for me to meet my loan repayment obligations.

To provide you with a clearer picture of my financial situation, I have included the following documentation:

1. Proof of income (pay stubs, tax returns, etc.)
2. Monthly expenses (budget worksheet, bills, etc.)
3. [Any other relevant documents]

I kindly ask for your consideration of my request for loan forgiveness based on my current financial hardship. I believe that this adjustment will allow me to recover and stabilize my finances.

Thank you for your time and attention to my situation. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]