

[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

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request loan forgiveness for my [Type of Loan, e.g., federal student loan] under [specific program, if applicable]. My account number is [Account Number]. I have attached the following supporting documents to assist with my request:

1. [Document Title, e.g., Proof of Income]
2. [Document Title, e.g., Employment Verification]
3. [Document Title, e.g., Completed Forgiveness Application Form]
4. [Document Title, e.g., Financial Hardship Documentation]

Due to [brief explanation of situation leading to forgiveness request], I believe that I meet the criteria for loan forgiveness under [specific guidelines or program].

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [Phone Number] or [Email Address] if you need any further information.

Thank you for your consideration.

Sincerely,

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