

[Your Nonprofit Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Loan Forgiveness

I hope this letter finds you well. I am writing to formally request loan forgiveness for [specific loan details, e.g., "the Paycheck Protection Program (PPP) loan received on [date]"] that was obtained to support [your nonprofit organization's name], a nonprofit organization dedicated to [briefly describe the mission of your organization].

Due to our commitment to serving the community during [specific situation, e.g., "the COVID-19 pandemic"], we utilized these funds to ensure the continuity of our services and the well-being of our employees. Our expenditures covered [list specific expenses, e.g., "staff salaries, operational costs, and resources for the individuals we serve"].

We have enclosed all required documentation to support our application for forgiveness, including [list documents, e.g., "payroll records, invoices, and proof of eligible expenses"]. We believe that our organization has met the necessary criteria set forth for loan forgiveness as outlined in [refer to any relevant guidelines or laws].

Thank you for considering our request. We appreciate your support in helping us fulfill our mission and continue our work for the community. Please do not hesitate to reach out if you need any additional information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization's Name]

[Your Contact Information]

[Your Email Address]