

[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]

Dear [Loan Servicer's Name or Back Office Department],

Subject: Request for Parent PLUS Loan Forgiveness

I hope this letter finds you well. I am writing to formally request forgiveness for my Parent PLUS loans under the applicable federal loan forgiveness programs.

Loan Details:

- Borrower Name: [Your Name]
- Student Name: [Student's Name]
- Loan Account Number: [Your Loan Account Number]
- Total Amount Borrowed: [Amount]
- Date Loans Were Disbursed: [Dates]

I have met the eligibility requirements for forgiveness due to [reason for forgiveness request: e.g., qualifying employment, disability, etc.]. Enclosed are copies of relevant documentation to support my request, including [list of any documents you are providing, such as proof of employment, payment history, etc.].

I would greatly appreciate your prompt attention to this matter and any guidance you can provide regarding the next steps in the forgiveness process. Thank you for your assistance.

Sincerely,

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