

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Servicer Name]  
[Loan Servicer Address]  
[City, State, Zip Code]

Dear [Loan Servicer Name or "To Whom It May Concern"],  
Subject: Application for Professional Development Loan Forgiveness  
I hope this letter finds you well. I am writing to formally request consideration for the forgiveness of my professional development loan under the [insert specific loan forgiveness program, if applicable]. I obtained my professional development loan on [insert loan date] to finance my [briefly describe the purpose of the loan, e.g., graduate studies, vocational training, etc.]. Throughout my studies, I have diligently pursued my coursework and have successfully completed [mention any related achievements, certifications, or degrees earned].

As part of my commitment to utilizing my education for the betterment of [mention the community, industry, or specific field], I have actively participated in [include details about employment, volunteer work, or relevant experiences that demonstrate your application of knowledge and skills]. This experience has reinforced my dedication to [specific goals related to the field].

I believe I meet the eligibility criteria for loan forgiveness based on [list reasons/criteria you meet, e.g., employment in a qualified sector, years of service, etc.]. Enclosed are supporting documents, including [mention any documents attached, such as proof of employment, certifications, or programs completed].

I kindly request you to guide me through the next steps in the application process and would appreciate your favorable consideration of my request. Thank you for your attention to this matter.

Sincerely,  
[Your Name]

[Your Signature (if sending a hard copy)]