

[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: Public Service Loan Forgiveness Application

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request the forgiveness of my eligible federal student loans under the Public Service Loan Forgiveness (PSLF) program.

I have met the requirements outlined by the PSLF program, which include:

1. Making 120 qualifying monthly payments
2. Being employed full-time by a qualifying employer
3. Having eligible loans under the program

My details are as follows:

- **Name:** [Your Full Name]
- **Social Security Number:** [Your SSN]
- **Loan Account Number:** [Your Loan Account Number]
- **Employer:** [Your Employer's Name]
- **Employment Dates:** [Start Date] to Present

I have attached the necessary documentation to verify my employment status and payment history, including:

1. Employment certification form
2. Payment history
3. [Any additional documents if necessary]

Thank you for your assistance with my application. I look forward to your prompt response regarding the status of my Public Service Loan Forgiveness application.

Sincerely,

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