

[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: Application for Student Loan Forgiveness

Dear [Loan Servicer's Name or "To Whom It May Concern"],  
I hope this message finds you well. My name is [Your Name], and I am writing to formally apply for student loan forgiveness under the [specific loan forgiveness program, e.g., Public Service Loan Forgiveness, Teacher Loan Forgiveness, etc.].  
I am currently a [your job title or position] at [your employer's name] and have been working in this capacity since [start date]. My employment meets the requirements for loan forgiveness under the [specific program name].

I have completed the necessary steps and have enclosed the required documents, including:

1. Proof of employment
2. Completed application form
3. [Any additional documents or forms required]

My loan information is as follows:

- Account Number: [Your Account Number]
- Loan Type: [e.g., Direct Subsidized Loan, Direct Unsubsidized Loan]
- Total Loan Amount: [Total amount you owe]

I am eager to continue my dedicated work in my field and would greatly appreciate your assistance in this matter. If you have any questions or require additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student Loan ID (if applicable)]