

[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: Request for Teacher Loan Forgiveness

Dear [Loan Servicer's Name],

I hope this letter finds you well. I am writing to formally request consideration for the Teacher Loan Forgiveness Program. I am a dedicated teacher currently employed at [School Name] and have been serving in this role since [Date of Employment]. I believe I meet the eligibility criteria for this program as outlined by the U.S. Department of Education.

My teaching history is as follows:

- Subject taught: [Subject/Grade Level]
- Employment duration: [Start Date] to Present
- School's qualifying status: [Low-income school status or other qualifying criteria]

I have attached the necessary documentation, including my employment verification letter from [School Name] and my loan information.

Thank you for your attention to this matter. I look forward to your prompt response and am hopeful for a favorable resolution.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Loan Account Number]