

[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],

Subject: Request for Unemployment Loan Forgiveness

I hope this letter finds you well. I am writing to formally request consideration for loan forgiveness due to my current unemployment status. I have been unable to secure stable employment since [date of unemployment], and my financial situation has become increasingly challenging. I have made every effort to seek new opportunities, but unfortunately, the job market has been difficult.

I kindly ask you to review my situation and consider forgiveness for my outstanding loan(s) with account number [your account number]. Attached are relevant documents including my unemployment verification and any other information needed for your review.

I appreciate your attention to this matter and hope for a favorable consideration. Please feel free to contact me via email or phone for any further information or discussion.

Thank you for your understanding.

Sincerely,  
[Your Name]