

Loan Forgiveness Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request your support as I seek loan forgiveness for my [specify loan type, e.g., student loan] based on my eligibility under [specify applicable program or policy].

I believe that this forgiveness program aligns with our organization's commitment to [mention any relevant company values, such as employee development, education, etc.]. By participating in this program, not only will it help alleviate my financial burden, but it will also enhance my ability to contribute positively to our team and company goals.

I have attached the necessary documentation regarding my loan and eligibility for your review. I would greatly appreciate your consideration of my request for employer-supported loan forgiveness.

Thank you for your time and support. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Job Title]