

Loan Forgiveness Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, ZIP Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to inquire about the status of my loan forgiveness application under the [specific service-based program, e.g., Public Service Loan Forgiveness Program]. My name is [Your Name], and my account number is [Account Number].

Having completed [X years] of qualifying service as a [Your Job Title] at [Your Employer's Name], I believe I meet the eligibility requirements for forgiveness. I have attached documentation to support my application, including [list the documents, e.g., employment verification, payment records].

I would greatly appreciate an update on my application status or any further steps I need to take to facilitate the loan forgiveness process. Thank you for your attention to this matter.

Sincerely,

[Your Name]