

Loan Forgiveness Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

Subject: Request for Loan Forgiveness

Dear [Loan Servicer Contact Name],

I am writing to formally request forgiveness of my federal student loans under the [specific loan forgiveness program, e.g., Public Service Loan Forgiveness]. My name is [Your Name], and my Social Security number is [XXX-XX-XXXX]. My loan account number is [Loan Account Number].

I have been employed in [your job/field] for [duration of employment], and I have made [number] qualifying payments towards my loans as per the guidelines of the loan forgiveness program.

Enclosed with this letter are the following documents to support my request:

- Proof of employment
- Payment history
- Any additional documentation relevant to the request

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]