

Application for Income-Driven Repayment Plan

[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: Application for Income-Driven Repayment Plan

Dear [Loan Servicer's Name],

I am writing to formally request an Income-Driven Repayment Plan for my federal student loans. My loan account number is [Your Loan Account Number]. Due to [briefly explain your current financial situation, e.g., job loss, lower income, etc.], I am unable to make my current loan payments.

Enclosed with this letter are the required documents demonstrating my current income and financial situation, including [list any included documents, e.g., pay stubs, tax returns, etc.]. I am seeking to have my monthly payment adjusted based on my income, as allowed by federal regulations.

I appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]