

Letter of Transition to a Different Income-Driven Repayment Plan

Date: [Current Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

Dear [Loan Servicer Name],

I am writing to request a transition to a different income-driven repayment plan for my federal student loans. My account number is [Your Account Number].

Due to recent changes in my financial situation, I believe that a different repayment plan, such as [Specify the Plan: Income-Based Repayment, Pay As You Earn, etc.], would better suit my current needs. I would appreciate your assistance in processing this transition.

Please find attached the necessary documentation to support my request:

- Proof of income (pay stubs, tax returns, etc.)
- Completed income-driven repayment plan application form

Thank you for your attention to this matter. Please let me know if you require any additional information. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]