

Documentation Submission for Student Loan Payment Pause

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally submit my documentation for a temporary pause on my student loan payments due to [brief explanation of your situation, e.g., financial hardship, unemployment, etc.].

Enclosed with this letter, you will find the following documents:

- [Document 1: e.g., proof of income, termination letter, etc.]
- [Document 2: e.g., bank statements, etc.]
- [Document 3: e.g., any applicable forms required by the loan servicer]

I kindly request that you review my documentation and consider my request for a pause on my student loan payments. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]