Request for Student Loan Forgiveness Confirmation

Date: [Insert Date]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Loan Servicer's Name]
[Loan Servicer's Address]
[City, State, Zip Code]
Dear [Loan Servicer's Name],
I hope this letter finds you well. I am writing to formally request confirmation regarding the status of my student loan forgiveness application submitted on [Insert Date of Application]. My account number is [Insert Account Number].
I would greatly appreciate it if you could provide me with an update on the progress of my application and confirm whether my loans have been forgiven in accordance with the program guidelines.
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]