

Due Diligence Notice

Date: [Insert Date]

Dear [Borrower's Name],

This letter serves as a formal notice regarding the due diligence efforts undertaken for your student loan forgiveness application. We are committed to ensuring the accuracy and completeness of your application.

Please review the following information:

- Loan Type: [Insert Loan Type]
- Account Number: [Insert Account Number]
- Outstanding Balance: [Insert Outstanding Balance]
- Application Status: [Insert Status]

To proceed with your application, please ensure that you have provided the necessary documentation, including:

1. Proof of employment in a qualifying public service position.
2. Income verification documents.
3. Any additional forms required for your specific loan type.

If you have further questions, please contact our office at [Insert Phone Number] or [Insert Email Address]. We are here to assist you.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]