

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Servicer Name
Loan Servicer Address
City, State, Zip Code

Dear [Loan Servicer's Name],

I am writing to formally appeal for the forgiveness of my student loan(s) under [specific forgiveness program, e.g., Public Service Loan Forgiveness]. My account number is [Your Account Number].

Due to [briefly explain your circumstances, e.g., financial hardship, employment in a qualifying field], I have struggled to meet my repayment obligations. I believe that my situation qualifies me for forgiveness based on [mention specific criteria or guidelines].

In support of my appeal, I have attached [list any supporting documents you are including, e.g., income statements, employment verification]. I kindly request that you review my application for forgiveness and provide me with assistance to alleviate my financial burden.

Thank you for considering my appeal. I appreciate the work you do to support students like myself. I look forward to your prompt response.

Sincerely,
[Your Name]