

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

To Whom It May Concern,

I am writing to formally request student loan relief during my current military assignment. My name is [Your Full Name], and my student loan account number is [Account Number]. As a dedicated member of the [Branch of Military], I am currently serving [mention your assignment location or mission].

Due to the demands of my service, it has become increasingly difficult for me to maintain regular payments on my student loans. I am seeking your assistance in exploring options for deferment or forbearance during this period of active duty.

I have attached all necessary documentation, including a copy of my military orders, to support my request. I greatly appreciate your attention to this matter and your support for service members like myself.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]