

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Denial of Student Loan Debt Forgiveness Application

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the denial of my application for student loan debt forgiveness submitted on [submission date]. My application was referenced under the case number [case number].

Despite providing all required documentation and adhering to the guidelines set forth by [relevant program or law], I was notified on [notification date] that my application was denied due to [briefly state reason for denial]. I believe this decision may have been made in error, and I would like to contest this outcome.

In accordance with [relevant policies or regulations], I request a thorough review of my application and the reasons for its denial. Additionally, I would appreciate any clarification on the criteria needed for approval.

Please find attached copies of my original application and supporting documents for your reference. I look forward to your prompt response so that we may resolve this matter as quickly as possible.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]