

Student Loan Payment Plan Activation

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 Name],

I hope this message finds you well. I am writing to formally request the activation of my student loan payment plan. My details are as follows:

- Account Number: [Your Account Number]
- Date of Birth: [Your DOB]
- Current Loan Amount: [Your Loan Amount]

Please inform me of the necessary steps I need to complete to ensure my payment plan is activated. Additionally, I would appreciate it if you could provide the terms and conditions associated with the plan.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]