

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

Lender's Name  
Lender's Address  
City, State, ZIP Code

Dear [Lender's Name],

I hope this letter finds you well. I am writing to inquire about the possibility of forgiveness for my auto loan (Account Number: [Insert Account Number]). The circumstances surrounding my financial situation have changed significantly, and I am exploring options that could alleviate my financial burden.

I would appreciate any information you could provide regarding the criteria for auto loan forgiveness and the necessary steps I must take to apply for this program. I am eager to resolve this matter and remain committed to fulfilling my obligations to your institution.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,  
[Your Name]