

Loan Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

Dear [Loan Servicer Name],

I am writing to formally request the cancellation of my federal student loan(s) with the following details:

Loan Number: [Insert Loan Number]

Loan Amount: [Insert Loan Amount]

Borrower ID: [Insert Borrower ID]

Due to [brief explanation of your circumstances, e.g., financial hardship, disability, etc.], I believe I qualify for loan cancellation under the federal guidelines. I have attached the necessary documentation to support my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]