

[Date]

[Loan Servicer Name]

[Servicer Address]

Re: Closed School Loan Discharge Application and Request for Forbearance

Dear Sir or Madam:

I am formally applying for a closed school discharge of my student loans. With this letter, I have enclosed my completed closed school student loan discharge application and supporting documents. If there is any additional information that is required, or if any information is missing, please contact me immediately using my contact information below.

Additionally, while my discharge application is pending, I request that you put my federal loans into forbearance. In other words, I request that the Department and any contractors or loan servicers it hires to collect on my loans cease all collection efforts while my discharge application is pending.

Please confirm that you have received my application and that my loans will be placed in forbearance while my loan discharge application is pending.

Thank you for your cooperation.

Sincerely,

[*Your name*]

[Your address]

[Your phone number]