

[Date]

[Lending Institution Name]  
[Loan Servicing Department]  
[Street Address]  
[City, State, Zip Code]

**RE: In-School Deferment Request for [Student Name]**  
**Account Number: [Your Loan Account Number]**  
**SSN: [Last 4 Digits of SSN]**

To Whom It May Concern,

This letter is to formally request an in-school deferment for my student loans. I am currently enrolled as a [Full-Time / Part-Time] student at [Name of Educational Institution].

Please find the official enrollment verification details below:

- **Student Name:** [Full Legal Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Institution OPEID Code:** [School Code, if known]
- **Enrollment Period:** [Semester/Year]
- **Current Enrollment Start Date:** [Date]
- **Anticipated Graduation Date:** [Date]

I have attached the official Enrollment Verification Certificate provided by the Registrar's Office as proof of my current status. Please update my account records to reflect this deferment and stop any scheduled payments for the duration of my eligible enrollment.

Please send written confirmation once this deferment has been processed. If you require any further documentation or have questions, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Current Mailing Address]