

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Loan Servicer Name]
[Loan Servicer Address]
[City, State, Zip Code]

RE: Request for Federal Pandemic Forbearance Extension

Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request an extension of the pandemic-related forbearance period for my federal student loan(s), as authorized under the CARES Act and subsequent administrative extensions.

Due to the ongoing financial impacts of the COVID-19 pandemic, I am currently unable to resume my regular monthly payments. I am requesting that the 0% interest rate and the suspension of payments be extended on my account in accordance with the most recent federal guidelines and Department of Education announcements.

Please update my account records to reflect this extension and provide written confirmation once this request has been processed. Additionally, please notify me of the new expiration date for this forbearance period and the date my next payment will be due.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]