

SAMPLE LETTER TO LENDING INSTITUTIONS

Date

Name of Lender

Lender's Address

City/State/Zip

Dear Loan Administrator:

I _____, SSN: _____ have been ordered to active duty for <reason for mobilization>. A copy of my order to duty is attached. I request that my student loan(s) if in an in-school status, an in-school deferment status, or in a grace period status remain in that status during my period of active duty. I also request the appropriate time for me to resume enrollment in the next regular enrollment period that is available.

If my loan(s) are in a repayment status, I request forbearance for the period indicated on my attached orders.

Should you have any questions please contact the Education Office at <telephone/email>

Sincerely,

Soldier's Signature

Printed Name of Soldier

Soldier's Street Address

City/State/Zip

Enclosure
Soldier's Orders

CF:

Unit
<state personnel office>