

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

[Date]

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

**Subject: Employment Status Verification for Income-Driven Repayment (IDR) Plan**

To Whom It May Concern,

I am writing to formally notify you of a change in my employment status, which impacts my ability to make my current monthly student loan payments under my existing Income-Driven Repayment (IDR) plan.

Please accept this letter as notification that as of [Date of Change], my employment status is as follows:

- **Current Status:** [Unemployed / Underemployed / Change in Employer]
- **Previous Employer:** [Previous Employer Name]
- **Effective Date:** [Date]

Due to this change, my taxable income has significantly decreased. I am requesting a recalculation of my monthly payment amount based on my current financial situation. I have attached the following supporting documentation:

- [List documents, e.g., Unemployment benefits statement, final pay stub, or termination letter]

Please update my account records and notify me of the adjusted monthly payment amount. If additional forms or information are required to process this update, please contact me via phone or email.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]