

[Date]

[Your Name]

[Your Job Title]

[School Name]

[School District Name]

[School Address]

[City, State, Zip Code]

To: [Student Loan Servicer Name]

[Servicer Address]

[City, State, Zip Code]

Subject: Employment Verification for Teacher Loan Forgiveness/Deferment

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Name] at [School Name] for the purpose of Teacher Loan Forgiveness or Deferment applications.

Employee Details:

Full Name: [Employee Full Name]

Social Security Number (Last 4 digits): [XXX-XX-0000]

Date of Birth: [MM/DD/YYYY]

Employment History:

Position/Title: [e.g., Full-time Secondary Mathematics Teacher]

Employment Start Date: [Date]

Employment End Date: [Date or "Present"]

Status: [Full-time / Part-time]

School Eligibility:

I certify that [School Name] is a [Public/Non-Profit Private] elementary or secondary school that has been designated as a Title I school or serves low-income students as defined by the U.S. Department of Education.

I confirm that the applicant has performed their duties satisfactorily during the period mentioned above. If you require any further documentation or have additional questions, please contact the administrative office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of Authorized Official]

[Title of Authorized Official]

[School/District Stamp or Seal]