Note that it would be helpful to put the letters on congregation/host organization letterhead. The red type shows the variable sections of the letter that need to be changed for each participant.

[Date]

RE: Request for Economic Hardship Deferment

Borrower:

SSN:

To Whom This May Concern:

This form is to request an Economic Hardship Deferment for the repayment of the student loan, which participant has obtained through your office.

Participant is serving as a full‑time volunteer worker assigned to local service unit hosted by Congregation/Organization Name (a tax exempt 501(c)(3) organization USID #). Participant’s term of service will be for one year beginning on date.

Volunteers are provided with subsistence needs including room and board in a household shared with other program participants. A monthly incidental expense allowance of $60 is the only cash payment that participant receives.

A Mennonite Voluntary Service assignment meets the criteria for the Economic Hardship Deferment in that:

 1. Between the above listed dates, the borrower is working full-time (at least 30 hours per week) under the Mennonite Voluntary Service Program.

 2. Borrower's gross monthly income does not exceed 150% of the poverty guideline for the borrower’s family size and state.

Thank you for your consideration of this request for deferment. Please do not hesitate to contact me if you have questions or concerns or if there are further forms which your office requires that we complete.

Sincerely,