



Perkins Loan Sample of Cancellation Letter

Dear Perkins Loan Borrower,

In order to process your deferment/cancellation form you must also submit a letter from your employer stating the following: your date of hire, title and or job description, and that you are and have been working full-time. This letter must be **submitted on company letterhead along with contact information and must be signed in ink.**

Below you will find a sample letter.

[Employer Name]
[Address]
[City, State, Zip]
[Phone]
[Date]

To Whom It May Concern:

[Borrower Name] is a full-time registered nurse that has been working for ABC Hospital since June 1, 2004. [Borrower Name] works approximately 40 hours a week and is currently working full-time in the same capacity. If you have any questions regarding [Borrower Name] employment please do not hesitate to contact me at [Employer Phone].

Thank you,
[Administrator]
[Title]

If you have any questions regarding the completion of the deferment / cancellation form and or cancellation letter please contact us at 610-499-4185 or 610-499-4185 or email us at collectionoffice@widener.edu.

Thank you,

Perkins Loan / Collection Office