



DEPARTMENT OF THE ARMY  
INDIANA NATIONAL GUARD  
9301 EAST 59<sup>TH</sup> STREET  
LAWRENCE, INDIANA 46216

Date

To Whom It May Concern:

**(Service Member Name)** is eligible to participate in the Army National Guard's Student Loan Repayment Program, which will repay a portion of any loan made, insured or guaranteed under Parts B or E of the Higher Education Act of 1965 if secured after October 1, 1975. For each year of satisfactory service, the Army National Guard will repay 15% or \$500, whichever is greater, of the original amount borrowed. All payments are made directly to the lending institution.

A Department of Defense (DOD) Loan Repayment Application (DD Form 2475) is attached for each loan held by your institution. This Soldier is showing that there are at least **(# of loans)** with this company. Please complete Sections 3, 4, and 5, then return the forms to the address in the remark section; it is also annotated below. If you are able to, this office will also accept the documents through email. It is important that Section 4 block "k" (1), (2), (3), and (4) be completed and signed by an official and copies of the supporting promissory notes be attached.

I respectfully request that you complete these forms as soon as possible. Payment cannot be made until the INARNG State Education Office receives these forms. Please mail them to ATTN: INARNG Education Office, 9301 East 59<sup>th</sup> Street, Suite 103, Lawrence, IN 46216. Or you can email them to [ng.in.inarng.list.jlarp-eds@mail.mil](mailto:ng.in.inarng.list.jlarp-eds@mail.mil) If you need assistance completing Section 3 or Section 4 or have any questions concerning our program, please contact the State Education Office at 317-247-3300, extension 77023, or email questions to the address mentioned. Thank you for your cooperation in this matter and your support of this Indiana Army National Guard Soldier.

Sincerely,

SERVICE REPRESENTATIVE NAME  
RANK, INARNG  
Position

Enclosure:  
DD Form 2475s