

The section behind Tab 1 contains:

Tab 1

A letter on the school's letterhead with—

- ◆ the school's OPE ID number;
- ◆ a statement indicating that the school is requesting loan servicing records;
- ◆ a reference to the applicable cohort default rate;
- ◆ the signature of the school's President/CEO/Owner, followed by a signature block providing the signer's name and job title;

AND

- ◆ a notation that a copy of the letter will be sent to the Department's Default Management Division at the address shown on page 211.



Schools only need to send a copy of the letter to the Department's Default Management Division. It is not necessary to send copies of the loan record detail report to the Department's Default Management Division at this time.

Schools should refer to the Sample Request for Loan Servicing Records LETTER, on page 216.

The section behind Tab 2 contains:

Tab 2

Copies of the entire relevant **loan record detail report(s)**.

Schools should refer to the Sample LOAN RECORDS DETAIL REPORT on page 215.