

Sample Prepayment Penalty Pass-Through Letter
(on your letterhead)

Date:

RE: USDA Guaranteed Loan [borrower name]
 USDA Loan Number
 Note Date

To whom it may concern,

With respect to the above referenced loan, please note that [your bank] will pass-through any prepayment penalties collected from the borrower to the holder of record on a pro-rata basis.

Sincerely,

Signature
Printed Name
Title
Bank Name
Address, etc...