

[LETTERHEAD OF THE SMALL BUSINESS ADMINISTRATION]

[Date of letter]

BorrowerName
BorrowerAddress
BorrowerCity, BorrowerState BorrowerZip

Re: U.S. Small Business Administration Loan # **LoanNo**

Dear Borrower:

Current Ln Svcr has been the loan servicer for your Small Business Administration loan. This letter is to inform you that on **Date**, your SBA loan noted above was sold. After February 5, 2001, please forward all of your loan payments to the address below. Any payments or correspondence received by **Current Ln Svcr** after February 5, 2001, will **not** be processed by them. **Current Ln Svcr** will only forward payments and/or correspondence to the new servicer, **New Svcr A**. The delay caused by continuing to send your payment to **Current Ln Svcr** may result in a delinquent loan payment. If you have an arrangement for automatic loan payments to **Current Ln Svcr** through electronic debits to your account, you must contact your bank to cancel or change this arrangement.

New Svcr A will send you a notice with information regarding the handling of payments on your loan. After February 5, 2001, all of your loan payments and related correspondence should be forwarded to the following address:

New Svcr A
Svcr Address A1
Svcr Add A2
Svcr City A, Svcr State Svcr Zip A

Postage and envelopes for all future loan payments and correspondence are your responsibility. Please include your SBA loan number on your payment check to ensure that your account is properly credited. If you presently make payments to **Current Ln Svcr** by means other than by check, you must contact the new servicer, **New Svcr A** to make arrangements for payments due on or after February 5, 2001.

Attached please find a handout entitled "Borrower's Frequently Asked Questions," which we hope will answer any concerns that you may have about the sale of your loan by SBA. After February 5, 2001, **Current Ln Svcr** no longer will be able to assist you concerning your loan. Any questions that you have regarding your loan should be directed to **Contact** at **Svcr Phone**.

Thank your for your cooperation and assistance in this loan transfer process.

Sincerely,

U.S. Small Business Administration

Enclosure