

**[Date]**

**To:** United States Department of Agriculture (USDA)

**Attn:** Rural Development Housing Office

**[Local Office Address]**

**[City, State, Zip Code]**

**RE: Notice of Upfront Guarantee Fee Payment**

**Borrower Name:** [Borrower Name]

**Property Address:** [Property Address]

**Loan Number:** [Loan Number]

**Lender Name:** [Lender Institution Name]

Dear USDA Representative,

This letter serves to confirm the details regarding the Upfront Guarantee Fee for the above-referenced USDA Rural Development loan application.

In accordance with USDA guidelines, the following fee requirements have been calculated:

- **Total Loan Amount:** \$[Amount]
- **Upfront Guarantee Fee Percentage:** [Percentage, e.g., 1.00%]
- **Total Fee Amount Due:** \$[Amount]

The Upfront Guarantee Fee will be handled as follows (Select One):

The fee is being financed into the total loan amount.

The fee is being paid in full by the borrower at the time of closing.

Please find the enclosed documentation supporting the calculation and the intent for payment.

We request that you issue the Conditional Commitment for Single Family Housing Loan Guarantee upon review of this submission.

If you require any additional information or documentation regarding this fee, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

**[Name of Loan Officer/Representative]**

**[Title]**

**[Lender Institution]**