

United States Department of Agriculture
Rural Development
[Insert Local/State Office Address]
[City, State, Zip Code]

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

Subject: NOTICE OF ACCELERATION OF YOUR DEBT AND DEMAND FOR PAYMENT

Borrower Name(s): [Insert Borrower Names]

Account Number: [Insert Account Number]

Property Address: [Insert Property Address]

Dear [Insert Borrower Last Name]:

You are hereby notified that the United States Department of Agriculture (USDA), Rural Development, is exercising its option to accelerate the entire indebtedness evidenced by the promissory note(s) and/or assumption agreement(s) dated [Insert Date(s) of Note]. This action is being taken because of your default under the terms of the security instrument(s) as follows:

[Insert Description of Default, e.g., Failure to pay installments as they became due; Failure to pay real estate taxes; Failure to maintain property insurance.]

As of the date of this letter, the total amount due and payable is as follows:

- Unpaid Principal Balance: \$[Amount]
- Unpaid Accrued Interest: \$[Amount]
- Late Charges/Fees: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Demand is hereby made for the immediate payment of the Total Amount Due. Payment must be made by cashier's check, money order, or certified funds made payable to "USDA Rural Development" and delivered to the office address listed above.

If full payment is not received by [Insert Date - typically 30 days from date of letter], Rural Development will proceed with foreclosure action. This may include the sale of the property to satisfy the debt and the referral of your account to the United States Department of the Treasury for collection, which may result in the offset of federal payments (including income tax refunds and Social Security benefits) and administrative wage garnishment.

You have the right to request a review of this decision in accordance with 7 CFR Part 11. If you wish to request an administrative appeal or participate in mediation, you must submit a written request within [Insert Number] days from the date of this letter to the following address:

[Insert National Appeals Division Address]

If you are currently protected by the filing of a petition in bankruptcy or have received a discharge in bankruptcy, this letter is for informational purposes only and is not an attempt to collect a debt from you personally.

Sincerely,

[Name of Authorized Official]

[Title]

Rural Development