

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<Address>
<Address>
<Address>

Re: SBA Borrower: _____
SBA Control No.: _____
SBA Loan No.: _____

Dear _____ :

Pursuant to our telephone conversation on Tuesday, enclosed herewith please find a copy of the Certificate of Title which we forwarded to the SBA via overnight mail on _____, 20____. In addition, enclosed herewith please find executed copies of the Security Agreement and stamped filed copies of the UCC Financing Statements.

After our telephone conversation, I reviewed my file more closely and determined that I was incorrect when I told you that the Security Agreement was forwarded with the package on _____, 20____. Apparently, the Security Agreement was forwarded to us in early to mid-January, 20____ and the UCCs were forwarded on _____, 20____. My recollection is that the Security Agreements were executed on _____, 20____ and that we held off returning them until we had received and filed the UCC Financing Statements necessary to perfect the security interest. It appears that we failed to return the Security Agreement and UCC Financing Statements after they were returned to us by the Secretary of State. I apologize for any inconvenience this may have caused.

Should you have any further questions or if we can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:

Encl.