

PROCEDURE REFERENCE : FmHA Instruction 1930-C.
 PURPOSE : Sample optional paragraphs for reminding the borrower
 that the year end report is due.

UNITED STATES DEPARTMENT OF AGRICULTURE
 FARMERS HOME ADMINISTRATION

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

This is a reminder that FmHA has not received the year end report for (project name) which was due at the FmHA District Office within 45 days following the close of your fiscal year. The report consists of Forms FmHA 1930-7, "Statement of Budget and Cash Flow", and FmHA 1930-8, "Year End Report and Analysis for Fiscal Year Ending _____", which were mailed to you on (date). FmHA Instruction 1930-C requires that you submit these annual reports and a financial verification or audit as appropriate.

According to our records, your annual reports were due on (date). It is imperative that reports be submitted in a timely manner so we may review the results of last year's operation and approve your (fiscal year) budget.

If for some reason you are unable to provide the required information by (date), please call the District Office to make appropriate arrangements.

On (date), forms for completing your annual report, which was due (month, day and year) were mailed to you. As of this date, your report has not been received.

An internal review of our office records reveals that your annual reports have not been received. We have made repeated attempts to obtain them from you. However, you have failed to comply with our requests as of this date.

Your cooperation in complying with the above request will be appreciated.

Sincerely,

(FmHA official's signature and title)