

Notification of Prepayment Fee Structures

Dear [Recipient's Name],

We hope this message finds you well. This letter serves to inform you about the prepayment fee structures applicable to your account with us.

Prepayment Fee Structure

- **Normal Prepayment Fee:** A fee of [Amount] will be applicable if the loan is paid off within [Time Frame] of initiation.
- **Reduced Prepayment Fee:** A fee of [Amount] will apply if the loan is paid off after [Time Frame] but within [Next Time Frame].
- **No Prepayment Fee:** Loans paid off after [Final Time Frame] will not incur any prepayment fees.

If you have any questions or require further clarification, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]