

Prepayment Penalty Notification

Date: [Insert Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

Dear [Borrower's Name],

We hope this letter finds you well. We are writing to inform you regarding the prepayment penalty associated with your loan agreement (Account Number: [Insert Account Number]). As outlined in your mortgage documents, there is a prepayment penalty in effect should you choose to pay off your loan early.

The prepayment penalty is calculated as [Insert Details of Penalty, e.g., a percentage of the remaining balance or a fixed fee] and will be applicable for the period of [Insert Duration].

If you have any questions about your loan or the specifics of the prepayment penalty, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your attention to this matter.

Thank you for being a valued client.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Contact Information]