

BORROWER PROSPECTUS INFORMATION**INSTRUCTIONS FOR PREPARATION****Purpose:**

This letter provides information to the lender regarding borrowers who may be able to graduate.

Handbook Reference:

4-FLP

Number of Copies:

Original and Three Copies

Signatures Required:

Authorized Agency Official

Distribution of Copies:

Original will be sent to the lender. A copy will be placed in FLPF-4-b Graduation file. A redacted copy (if other names listed) will be sent to the borrower, and a redacted copy (if other names listed) will be placed with the transmittal memo to the borrower in position 4 of the case file.

Automation-Related Transactions: n/a

All Items are to be completed for all actions.

Item	Instruction
Date	Enter Date (Month Day, Year) signed by Authorized Agency Official.
Lender's Name/ Address	Enter the name of the lender's representative, lender name and mailing address.
Dear	Enter the name of the lender's representative.
Borrower's Name	Enter all borrowers' names being referred to lender.
Eligible for FSA Guarantee	Check the appropriate box.
Total Existing FSA Term Loan(s)	Enter the total amount of outstanding FSA loan(s).
Estimated Loan Needed	Enter the estimated loan amount the borrower needs.
Service Center	Enter the local Servicing Office's name.
Contact	Enter the local Servicing Office's address and telephone number.
Authorized Agency Official's Name	Enter the Authorized Agency Official's Name.
Authorized Agency Official's Signature	Enter Authorized Agency Official's Signature
Authorized Agency Official's Signature	Enter Authorized Agency Official's Signature
Item	Instruction

Authorized
Agency
Official's Title

Enter Authorized Agency Official's Title