

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Creditor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

RE: Account No. \_\_\_\_\_ Social Security No \_\_\_\_\_

Dear Sir or Madam:

Please be advised that on \_\_\_\_\_ (Date) I will begin a period of active duty with the United States Army. A copy of my military orders and/ or a letter from my company commander are attached for your records.

I have been advised by my military legal assistance officer that the Service Member's Civil Relief Act (SCRA) prescribes a ceiling of 6% annual interest on any loan or credit extended to me prior to the date of my active duty status. This interest rate must be maintained for the entire period that I am on active duty. The percentage cap includes all interest, service charges, renewal charges, and fees. The rate is applied to the outstanding balance of the obligation as of the date of entry onto active duty mentioned above. Any interest charge above this statutory ceiling must be forgiven, not accrued. The monthly payment on the obligation must be re-computed to reflect amortization at the 6% per annum interest rate.

Please ensure that your records reflect this statutory ceiling and that any charges in excess of a 6% annual interest rate are withdrawn.

Thank you for your anticipated cooperation in this matter.

Sincerely,

\_\_\_\_\_  
Your Printed Name w/Signature Above It

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

Encl.