UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

(Inside address)

Dear [Name]:

You have been identified by the Department of [Department Name] as (delinquent, indebted) to that department for [Amount]. They have asked us to withhold (15 percent of your disposable pay or stated amount) each pay period to offset the (delinquency, indebtedness). The National Finance Center will begin withholding during pay period ___ and continue deductions until the total amount has been collected.

This salary offset has been taken in accordance with the Debt Collection Act of 1982 and the Department of Agriculture's Salary Offset Regulations. If you have any questions or concerns regarding this action, you should contact the appropriate officials at the Department of [Department Name] for further information.

Sincerely,

Certifying Official

cc: Employee's "For Official Use Only" file.