



**U.S. SMALL BUSINESS ADMINISTRATION**  
**Disaster Assistance**  
**Processing and Disbursement Center**  
**14925 Kingsport Road**  
**Fort Worth, Texas 76155**

800-659-2955  
Hearing Impaired  
800-877-8339

January 29, 2021

Claude Simon

Charles Henry Properties LLC

534 West 42nd Street #8  
New York, NY 10036

RE: SBA Disaster Application No. 3301291295  
SBA Disaster Loan No. 4633877409

Dear Claude Simon,

The purpose of this letter is to inform you that your file has been transferred to an SBA Loan Servicing Center. Any future communications with the U.S. Small Business Administration regarding this loan should be directed to:

**U.S. Small Business Administration**  
**SBA Disaster Loan Service Center**  
**2 North 20th Street Suite 320**  
**Birmingham, AL 35203**  
**United States**  
**Phone: 800-736-6048**  
**Fax: 202-481-0292**

To make your monthly loan installment payment, use one of the following payment options:

1. Electronic - Go to [www.pay.gov](http://www.pay.gov) and complete the Small Business Administration 1201 Borrower Payment form. Logging in to Pay.gov as a registered user is optional. Logging in as a registered user grants you access to the following features: view history of completed and pending payments initiated in Pay.gov, cancel payments in pending status, submit a change of address to where your 1201 billing statement is mailed, and you can establish a recurring payment.
2. Mail - Mail payments by check or money order to:

**SBA**  
**PO Box 3918**  
**Portland, OR 97208 - 3918**

Please make payable to SBA and remember to include your 10-digit loan number on the face of the check or money order.

If you have any questions on your loan, please contact SBA at above location.

Sincerely,

Accounts Processing Department