DATE: [Insert Date]

FROM:
[Lender Name]
[Loan Servicing Department]
[Address]
[City, State, Zip Code]

TO:
[Borrower Name]
[Co-Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Loan Account Number: [Insert Loan Number]

Dear [Borrower Name],

This letter serves as formal notice that your mortgage loan is in default due to non-payment. As of [Date], your account is past due for the following installments:

- [Month/Year]: $[Amount]
- [Month/Year]: $[Amount]
- Late Fees/Charges: $[Amount]

TOTAL AMOUNT REQUIRED TO CURE DEFAULT: $[Total Amount]

To prevent further action, you must pay the total amount listed above by [Deadline Date]. Payment must be made via certified funds (cashier's check or money order) and delivered to the address listed above.

WARNING OF FORECLOSURE:
If you fail to cure this default by the deadline stated above, [Lender Name] intends to accelerate the loan. This means the entire remaining balance of your mortgage will become due immediately. If the balance is not paid, we will initiate legal proceedings to foreclose on your property. Foreclosure will result in the loss of your home and will be reported to credit bureaus.

ACTIONS YOU CAN TAKE:
You may have options to avoid foreclosure, such as a loan modification, repayment plan, or short sale. We urge you to contact our Loss Mitigation Department immediately at [Phone Number] to discuss these alternatives.

If you are currently protected by the U.S. Bankruptcy Code or are a service member on active duty, please disregard the payment demand and contact us to provide your status details.

Sincerely,

[Authorized Signature]
[Name and Title]
[Lender Name]