[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: Notice of Negative Information Regarding Mortgage Account #[Account Number]

Dear [Borrower Name],

This letter serves as formal notice regarding the status of your mortgage loan account following the foreclosure sale of the property located at [Property Address].

As a result of the foreclosure sale held on [Date], a deficiency balance remains on your account in the amount of $[Deficit Amount]. This amount represents the difference between the total debt owed and the proceeds obtained from the sale.

We are providing this notice to inform you that we have reported, or may report, negative information to consumer reporting agencies regarding this outstanding deficit. This report may include, but is not limited to, the foreclosure action and the remaining unpaid balance.

Negative credit reports may adversely affect your ability to obtain credit in the future. You have the right to dispute the accuracy of the information provided to the credit bureaus by contacting them directly or by submitting a written dispute to our office at the address listed below.

If you wish to discuss repayment options or resolve this deficiency, please contact our collections department at [Phone Number].

Sincerely,

[Name of Representative]
[Name of Financial Institution]
[Department Name]
[Contact Address]