

**Date:** [Insert Date]

**To:** Foreclosure Department

**Company Name:** [Insert Mortgage Servicer/Lender Name]

**Address:** [Insert Department Address]

**RE: Notice of Formal Referral to Foreclosure**

**Borrower Name(s):** [Insert Name of Borrower(s)]

**Property Address:** [Insert Full Property Address]

**Loan Number:** [Insert Loan Number]

To the Foreclosure Department,

This letter serves as a formal notification to refer the above-referenced loan to the Foreclosure Department for the commencement of legal proceedings. This action is being taken due to a continued default in payment obligations by the borrower.

**Account Status Summary:**

- **Current Delinquency:** [Number of Days] days past due
- **Total Amount in Arrears:** \$[Insert Amount]
- **Last Payment Received:** [Insert Date]
- **Total Payoff Amount:** \$[Insert Amount]

We have completed all required pre-foreclosure outreach and loss mitigation evaluations as mandated by state and federal guidelines. The borrower has either failed to respond to these attempts or has failed to qualify for available workout options.

Please proceed with the following actions:

1. Assign legal counsel to initiate the foreclosure process.
2. Issue the formal Notice of Default (NOD) or required state-specific notifications.
3. Update the account status to "In Foreclosure" within the internal servicing system.

Please provide confirmation once the file has been received and the case has been assigned to an attorney.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Department Name]

[Phone Number]