

[Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Available Loss Mitigation Options

Loan Number: [Loan Number]

Dear [Borrower Name],

We are writing to provide you with information regarding options that may be available to help you bring your mortgage current or avoid foreclosure. If you are experiencing financial hardship, we encourage you to review the following alternatives.

Available Loss Mitigation Options:

- **Forbearance:** A temporary reduction or suspension of your monthly mortgage payments.
- **Loan Modification:** A permanent change to one or more terms of your loan to make payments more affordable.
- **Repayment Plan:** An arrangement to pay your past-due amount over a specific period by adding a portion of the overdue amount to your regular monthly payments.
- **Short Sale:** Selling your home for less than the remaining balance on your mortgage.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the ownership of your property to the lender to satisfy the debt.

How to Apply:

To be considered for these options, you must submit a complete Loss Mitigation Application. This application requires documentation of your income, expenses, and a description of your hardship. You can obtain an application by:

- Visiting our website at: [Website URL]
- Calling our Loss Mitigation Department at: [Phone Number]

Important Deadlines:

Please submit your application as soon as possible. Failure to submit a complete application by [Date] may limit the options available to you or result in the continuation of the foreclosure process.

Housing Counseling Assistance:

You may also contact the Department of Housing and Urban Development (HUD) to find a certified housing counselor in your area by calling 1-800-569-4287 or visiting www.hud.gov.

Sincerely,

[Name/Department]

[Company Name]