

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

Re: Case Number: [Case Number]

Notice of Acceptance into Foreclosure Mediation Program

Dear [Borrower Name],

This letter serves as official confirmation that your request to participate in the Foreclosure Mediation Program regarding the property located at [Property Address] has been reviewed and **accepted**.

The mediation process provides an opportunity for you and your mortgage lender to meet with a neutral third-party mediator to discuss potential alternatives to foreclosure, such as loan modifications, short sales, or deed-in-lieu of foreclosure.

Mediation Session Details:

- **Date:** [Date of Mediation]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Meeting Link]
- **Mediator Name:** [Mediator Name]

Required Action Items:

To ensure a productive session, you must submit the following documents to the Program Coordinator and your Lender no later than [Submission Deadline Date]:

- Completed Financial Worksheet
- Proof of Income (recent paystubs or tax returns)
- Most recent bank statements (last 2 months)
- Hardship Statement explaining your financial situation

Please be advised that participation in this program requires your presence at the scheduled session. Failure to attend or provide the requested documentation may result in your removal from the program and the resumption of foreclosure proceedings.

If you have any questions regarding this process, please contact the Mediation Office at [Phone Number] or [Email Address].

Sincerely,

[Name of Program Coordinator/Administrator]

[Program Name/Department]

[Organization Name]