

Date: [Insert Date]

Case Number: [Insert Case Number]

Property Address: [Insert Property Address]

To: [Borrower Name(s)]

[Borrower Mailing Address]

Subject: Required Documentation for Foreclosure Mediation Program

Dear [Borrower Name],

In preparation for your upcoming foreclosure mediation session scheduled for [Date of Mediation], you are required to submit the following documentation to [Lender/Law Firm/Mediation Office] no later than [Submission Deadline Date].

Please provide clear copies of the following items:

- Completed Request for Mortgage Assistance (RMA) Form or Uniform Borrower Assistance Form.
- Proof of Income (Two most recent pay stubs, or Profit/Loss statement if self-employed).
- Bank Statements (Last two consecutive months for all accounts).
- Tax Returns (Signed copies of federal returns for the last two years, including all schedules).
- Hardship Letter (Explaining the circumstances that led to the default).
- Utility Bill (Recent bill showing the property address as proof of occupancy).
- Property Tax and Homeowners Insurance statements (if not escrowed).

Submission Instructions:

Please send these documents via [Fax/Email/Secure Portal/Mail] to the attention of [Contact Name/Department].

Failure to provide these documents by the deadline may result in a delay of the mediation process or a finding of non-compliance with program requirements.

If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Organization Name]

[Title]

[Phone Number]