

DATE: [Insert Date]

LENDER/SERVICER: [Insert Lender Name]

BORROWER(S): [Insert Borrower Names]

PROPERTY ADDRESS: [Insert Property Address]

LOAN NUMBER: [Insert Loan Number]

CASE NUMBER: [Insert Court Case Number, if applicable]

SUBJECT: NOTICE OF ELIGIBILITY FOR FORECLOSURE MEDIATION

Dear [Borrower Name],

This letter serves as formal notice that you are eligible to participate in the Foreclosure Mediation Program regarding the property listed above. The goal of this program is to provide a neutral environment where you and your lender can discuss alternatives to foreclosure, such as a loan modification, short sale, or deed-in-lieu of foreclosure.

HOW TO REQUEST MEDIATION:

To participate in this program, you must complete and return the enclosed Mediation Request Form no later than [Insert Deadline Date]. Failure to request mediation by this date may result in the loss of your right to participate in this program, and the foreclosure process will proceed.

REQUIRED DOCUMENTATION:

If you elect to participate, you will be required to submit a financial package, which typically includes:

- Recent pay stubs or proof of income
- Federal tax returns from the last two years
- Recent bank statements
- A completed Hardship Affidavit

MEDIATION FEE:

A mediation fee of \$[Insert Amount] may be required at the time of filing your request. Please check the enclosed instructions for payment methods.

HOUSING COUNSELING:

We strongly recommend that you contact a HUD-approved housing counselor to assist you with this process. You can find a counselor by calling the U.S. Department of Housing and Urban Development at 1-800-569-4287.

If you have any questions regarding this notice, please contact the [Insert Program Name/Department] at [Insert Phone Number].

Sincerely,

[Sender Name/Signature]

[Title]

[Organization Name]

ENCLOSURES: Mediation Request Form, Financial Disclosure Instructions