

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Mediation Program/Court Administrator]
[Name of Case Manager, if known]
[Address]
[City, State, Zip Code]

RE: Request for Extension of Mediation Period

Case Name: [Lender Name] vs. [Your Name]

Case Number: [Your Case Number]

Property Address: [Subject Property Address]

To the Mediation Program Administrator,

I am writing to formally request an extension of the foreclosure mediation period for the above-referenced case. The current mediation period is scheduled to expire on [Current Expiration Date]. I am requesting an extension of [Number of Days, e.g., 30 or 60] days.

This extension is necessary because:

- [Reason 1: e.g., I am awaiting a decision on my loan modification application submitted on Date.]
- [Reason 2: e.g., The lender has requested additional financial documents which are currently being compiled.]
- [Reason 3: e.g., More time is needed to finalize a short sale/deed-in-lieu agreement.]

I have been participating in the mediation process in good faith and believe that this additional time will allow both parties to reach a mutually agreeable resolution to avoid foreclosure.

Thank you for your time and consideration of this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Name of Lender's Attorney/Law Firm]