

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

Re: Notice of Foreclosure Mediation Session Scheduling

Case Number: **[Case Number]**

Lender/Servicer: **[Lender Name]**

Dear **[Borrower Name]**,

This letter serves as formal notice regarding the scheduling of your mediation session under the Foreclosure Mediation Program. The purpose of this session is to provide an opportunity for you and your lender to discuss potential alternatives to foreclosure.

Your mediation session has been scheduled for the following time and location:

Date: [Date of Session]

Time: [Time of Session]

Location: [Physical Address or Virtual Link/Phone Number]

Required Documentation:

Please ensure you have submitted all required financial documents to the mediator and the lender at least [Number] days prior to the session. Failure to provide these documents may result in the cancellation of the session or a disadvantageous ruling.

Attendance:

All parties listed on the mortgage or deed of trust are required to attend. If you are represented by legal counsel or a housing counselor, please ensure they are notified of this date immediately.

If you have any questions or need to request a rescheduling due to an unavoidable conflict, please contact the Mediation Program Office at **[Phone Number]** or **[Email Address]** as soon as possible.

Sincerely,

[Signature]

[Name of Coordinator/Mediator]

[Program Name/Organization]