

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

[Date]

[Lender or Servicer Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Request for Postponement of Foreclosure Sale due to Administrative Delay

Loan Number: [Your Loan Number]
Property Address: [Address of the Property]
Scheduled Sale Date: [Current Auction Date]

Dear [Contact Person or Foreclosure Department],

I am writing to formally request an immediate postponement of the foreclosure sale currently scheduled for [Date].

I am requesting this postponement due to administrative delays regarding my application for [mention specific program, e.g., Loan Modification, Short Sale, or Deed-in-Lieu]. While I have acted in good faith to provide all requested documentation, there is currently an administrative delay in processing my file because:

- [Reason 1: e.g., The file is still under final underwriter review.]
- [Reason 2: e.g., Awaiting confirmation of receipt of the last document sent on Date.]
- [Reason 3: e.g., Recent change in assigned Relationship Manager.]

Due to these pending administrative actions, I request that the sale be stayed for at least [Number] days to allow for a full and fair evaluation of my loss mitigation options. Proceeding with the sale while an application is pending would cause irreparable harm and may constitute "dual tracking."

Please provide written confirmation that the sale has been postponed. I look forward to your prompt response regarding this matter.

Sincerely,

[Signature]

[Your Printed Name]