

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

[Date]

[Lender Name]
[Lender Loan Department Address]
[City, State, Zip Code]

RE: Request for Postponement of Foreclosure Sale

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

To [Name of Contact Person or Department]:

I am writing to formally request a postponement of the foreclosure sale currently scheduled for [Date of Sale] regarding the property located at [Property Address].

The reason for this request is [State reason, e.g., a pending short sale, a pending loan modification application, or a temporary financial hardship]. I am actively working toward a resolution to satisfy the delinquency and would like to avoid the foreclosure process.

Specifically, I have taken the following steps:

- [Step 1: e.g., Submitted a complete loss mitigation package on Date]
- [Step 2: e.g., Listed the property with a real estate agent]
- [Step 3: e.g., Secured new employment starting on Date]

I am requesting a postponement of [Number of Days, e.g., 30 or 60] days to allow for [Expected Outcome, e.g., the review of my modification application].

Please confirm in writing that the sale date has been postponed. I can be reached at [Your Phone Number] if you require further documentation or information.

Sincerely,

[Your Signature]

[Your Printed Name]