

Date: [Insert Date]

To: [Lender/Servicer Name]

Attn: [Loan Workout/Foreclosure Department]

Address: [Lender Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Request for Postponement of Foreclosure Sale

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Scheduled Sale Date: [Insert Current Sale Date]

To Whom It May Concern,

I am writing to formally request a postponement of the foreclosure sale currently scheduled for the above-referenced commercial property. We are requesting that the sale be delayed for a period of [Insert Number] days.

The reason for this request is as follows:

- [Insert Reason: e.g., Pending refinancing, pending sale of the property, or active loan modification negotiations].

We are currently in the process of [Briefly describe current progress, such as "finalizing a purchase agreement" or "awaiting a commitment letter from a new lender"]. We believe that a postponement will allow for a resolution that protects the interests of all parties and avoids the necessity of a foreclosure auction.

Please find attached documentation supporting our progress regarding the [Refinance/Sale/Modification].

We look forward to your written confirmation regarding the postponement of the sale. Should you require additional information, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Authorized Signatory]

[Company Name]

[Your Title]