

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

[Date]

[Lender/Service Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Request for Foreclosure Postponement - Deed in Lieu of Foreclosure Application

Loan Number: [Your Loan Number]

Scheduled Sale Date: [Date of Sale]

To Whom It May Concern,

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

I have currently submitted a complete Deed in Lieu of Foreclosure application, which is being reviewed by your loss mitigation department. My application was submitted on [Date] and includes all required financial documentation, tax returns, and the hardship letter.

Because I am actively participating in a good-faith effort to resolve this delinquency through a voluntary title transfer, I request that the foreclosure proceedings and the upcoming sale date be stayed or postponed. This will allow your team the necessary time to finalize the evaluation of my file without the immediate threat of a sale.

Please confirm in writing that the sale date has been postponed. I look forward to working with you to complete the Deed in Lieu process as quickly as possible.

Thank you for your time and cooperation regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]