

[Your Name]
[Your 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 - Loan Number: [Your Loan Number]

Dear [Contact Person or Loss Mitigation Department],

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

I am requesting this postponement because I have a pending loss mitigation application currently under review by your department. I submitted my complete application package on [Date Submitted], and I am actively working with [Name of Representative, if known] to find a permanent solution to resolve my delinquency.

As my application is currently "in-flight," I request that you halt all foreclosure proceedings to allow sufficient time for a full evaluation of my eligibility for a loan modification, short sale, or other loss mitigation options. Proceeding with the sale while a review is pending would result in irreparable harm and may be a violation of dual-tracking protections under the Consumer Financial Protection Bureau (CFPB) guidelines.

Please provide written confirmation that the sale date has been postponed and inform me if any additional documentation is required to finalize the review of my file.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]