

**Date:** [Current Date]

**Lender/Servicer Name:** [Lender Name]

**Address:** [Lender Address]

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

**Borrower Name:** [Borrower Name]

**Property Address:** [Property Address]

**Loan Number:** [Loan Number]

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**SUBJECT: NOTICE OF MUTUAL AGREEMENT TO POSTPONE  
FORECLOSURE SALE**

To Whom It May Concern,

This letter serves as formal notice and confirmation of the mutual agreement between **[Lender Name]** (the "Lender") and **[Borrower Name]** (the "Borrower") to postpone the foreclosure sale currently scheduled for the property located at **[Property Address]**.

**Original Sale Date:** [Original Date]

**New Scheduled Sale Date:** [New Date]

The parties have agreed to this postponement for the following reason(s):

- [Insert reason, e.g., Review of loan modification application]
- [Insert reason, e.g., Finalization of short sale agreement]
- [Insert reason, e.g., Mediation process]

By signing below, both parties acknowledge that all other terms and conditions of the original loan documents and the notice of default remain in full force and effect. This postponement does not constitute a waiver of the Lender's right to proceed with foreclosure should the conditions of this agreement not be met.

Please acknowledge your receipt and acceptance of this agreement by signing in the space provided below.

Sincerely,

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**[Lender Representative Name]**

[Title]

[Date]

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**[Borrower Name]**

[Date]