

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

[Date]

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

**RE: Request for Foreclosure Postponement - Pending Short Sale**

**Loan Number:** [Your Loan Number]

**Property Address:** [Property Address]

**Scheduled Sale Date:** [Date of Foreclosure Sale]

To Whom It May Concern,

I am writing to formally request a postponement of the foreclosure sale currently scheduled for the above-referenced property. This request is based on the fact that I am actively pursuing a short sale to resolve this debt.

Currently, the following progress has been made:

- The property is listed for sale with [Real Estate Agency Name].
- We have received a formal offer from a qualified buyer for \$[Offer Amount].
- A complete short sale package was submitted to your department on [Date].

I am requesting a 30-day postponement of the sale date to allow the loss mitigation department sufficient time to review the offer and complete the short sale process. A short sale will minimize losses for the bank and provide a more favorable outcome for all parties involved compared to a foreclosure sale.

Enclosed are the following documents for your review:

- Executed Sales Contract
- Buyer's Proof of Funds/Pre-approval Letter
- Estimated HUD-1 or Net Sheet

Please confirm receipt of this request and notify me of the new sale date as soon as possible. Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]