

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Borrower Name]
[Recipient Address Line 1]
[Recipient Address Line 2]

RE: NOTICE OF CANCELLATION OF FORECLOSURE SALE

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]
Scheduled Sale Date: [Insert Original Sale Date]

Dear [Recipient Name],

This letter serves as formal notice that the foreclosure sale previously scheduled for the above-referenced property on [Date] has been cancelled due to an administrative error.

We have identified a clerical discrepancy in the [processing/filing/notification] of the foreclosure proceedings. As a result, the current sale proceedings are being rescinded effective immediately. Any scheduled public auctions or trustee sales associated with this specific administrative file are hereby stayed.

Please note that this cancellation is based strictly on administrative requirements. This notice does not constitute a waiver of the underlying debt or a release of the mortgage/deed of trust. The loan remains in default, and we reserve the right to re-initiate foreclosure proceedings once the administrative error has been corrected and all legal requirements are met.

If you have any questions regarding the status of your account or wish to discuss loss mitigation options, please contact our office at [Phone Number] during regular business hours.

Sincerely,

[Signature]
[Printed Name]
[Title/Department]