

Date: [Date]

To: [Mortgage Servicer Name]
Foreclosure Department
[Address]
[City, State, Zip Code]

RE: Request for Reinstatement Quote

Borrower Name(s): [Borrower Name]
Property Address: [Property Address]
Loan Number: [Loan Number]

To Whom It May Concern,

I am writing to formally request a Reinstatement Quote for the above-referenced mortgage loan. Please provide the total amount required to bring the account current, including all past due principal, interest, late fees, escrow deficiencies, and legal costs associated with the foreclosure proceedings.

Please calculate the payoff figures through [Date Quote Should Be Valid Until].

Attached to this request, please find a signed Authorization to Release Information. This document grants [Third Party Name/Company Name] the authority to receive financial information and documentation regarding this account.

Please deliver the reinstatement quote via [Email Address or Fax Number] no later than [Desired Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Phone Number]