

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

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: Loan Account Number: [Account Number]
Property Address: [Subject Property Address]

NOTICE: ACTIVE DUTY STATUS VERIFICATION PRIOR TO FORECLOSURE

Dear [Borrower Name],

In accordance with the Servicemembers Civil Relief Act (SCRA), we are writing to verify your current military status before proceeding with any further legal action regarding the foreclosure of the property mentioned above.

The SCRA provides significant legal protections to service members on active duty, including restrictions on foreclosure proceedings. To ensure we are in compliance with federal law, please indicate if you, or any co-borrower on this account, are currently on active duty in the U.S. Military or have been within the last twelve (12) months.

Please check the applicable box below and return this form to our office within [Number] days:

- ☐ I am NOT currently on active duty and have not been in the last 12 months.
- ☐ I AM currently on active duty.
- ☐ I am a dependent of a person on active duty.

If you are on active duty, please provide a copy of your military orders or a letter from your commanding officer confirming your status and dates of service.

If we do not receive a response within the timeframe specified, we will proceed with the understanding that you are not currently protected under the provisions of the SCRA based on our independent search of the Department of Defense Manpower Data Center (DMDC) database.

Please send all documentation to:
[Company Name/Department]
[Mailing Address]
[City, State, Zip Code]

Sincerely,

[Signature]

[Printed Name]

[Title]