

Date: [Insert Date]

[Lender Name]
[Lender Loan Servicing Department]
[Lender Address]
[City, State, Zip Code]

RE: Request for Foreclosure Sale Postponement

Borrower Name: [Your Name]
Property Address: [Property Address]
Loan Number: [Your Loan Number]
Scheduled Sale Date: [Date of Auction]

To Whom It May Concern,

I am writing to formally request a postponement of the foreclosure sale scheduled for the property mentioned above. My property is currently listed as an active short sale, and we have a pending offer/active pursuit of a buyer to satisfy the debt.

The details of the current short sale status are as follows:

- Listing Broker: [Agent Name]
- Listing Price: \$[Amount]
- Offer Status: [e.g., Offer Received / Under Contract / In Review]
- Short Sale Package Status: [e.g., Submitted on Date / In Processing]

A short sale is in the best interest of both the lender and the borrower, as it avoids the costs associated with foreclosure and ensures the property is sold at current market value. I am requesting a postponement of at least [30/60] days to allow the short sale department to complete its review and close the transaction.

Attached is the [Purchase Agreement / Listing Agreement / Authorization to Release Information] for your review.

Please confirm receipt of this request and provide written confirmation of the postponement. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]