

[Bank Name]  
[Department Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

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

**Re: Notice of Foreclosure Suspension**

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

This letter serves as formal notification that [Bank Name] has approved a temporary suspension of the foreclosure proceedings regarding the property located at [Property Address].

The foreclosure process is currently scheduled to be suspended from [Start Date] until [End Date]. This suspension has been granted based on [Reason: e.g., pending loan modification review / short sale approval / repayment plan agreement].

Please be advised of the following terms regarding this suspension:

- The scheduled foreclosure sale date of [Original Sale Date] has been postponed.
- This suspension does not cancel the debt or waive the bank's right to resume foreclosure if the conditions of the agreement are not met.
- You are required to [Action Item: e.g., submit missing documents / make a partial payment] by [Deadline Date] to maintain this status.

We will contact you regarding the next steps once the review of your account is complete. If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Authorized Signature]  
[Printed Name and Title]  
[Bank Name]