

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Lender Name]
[Loss Mitigation Department]
[Lender Address]

RE: Request for Foreclosure Suspension

Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request a temporary suspension of the foreclosure proceedings on my property. I am currently experiencing a financial hardship that has made it difficult to maintain my monthly mortgage payments.

My hardship is due to: [Briefly describe hardship, e.g., job loss, medical emergency, or divorce].

I am committed to keeping my home and am actively seeking a long-term solution. I am currently preparing a complete loss mitigation package to apply for a [loan modification / short sale / deed-in-lieu]. I request that you halt any scheduled sale dates or legal actions for [Number] days to allow for the review of my application.

Attached are the following documents for your initial review:

- [Document 1, e.g., Pay stubs]
- [Document 2, e.g., Hardship Letter]
- [Document 3, e.g., Bank Statements]

Please confirm receipt of this letter and advise on the next steps in the loss mitigation process. I can be reached at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]