

Date: [Current Date]

To:

[Lender/Servicer Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Request for Temporary Stay of Foreclosure Proceedings

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

To Whom It May Concern,

I am writing to formally request a conditional stay of the foreclosure sale currently scheduled for [Sale Date] regarding the property mentioned above. This request is based on the fact that I am actively pursuing a short sale of the property as a good-faith alternative to foreclosure.

I have listed the property with [Real Estate Agent Name] of [Brokerage Name] at a competitive market price. We currently have [select one: a signed purchase offer / significant interest from potential buyers] and are working diligently to submit a complete short sale package for your review.

I am requesting a stay of [Number of Days, e.g., 30, 60, or 90] days to allow for the following:

- The finalization and submission of the short sale application.
- Your internal valuation (BPO or Appraisal) of the property.
- The formal review and approval of the purchase offer.

I believe that a successful short sale is in the best interest of both parties, as it typically results in a higher recovery for the lender and avoids the additional costs associated with completing the foreclosure process and managing an REO property.

Attached to this letter, please find [list attachments, e.g., Listing Agreement, Purchase Contract, or Authorization to Release Information].

I look forward to your written confirmation regarding the suspension of the foreclosure proceedings. Please contact me or my agent at [Phone Number/Email] if you require further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]