

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

[Date]

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

**RE: Notice of Pending Sale and Request for Foreclosure Suspension**

**Loan Number:** [Your Loan Number]

**Property Address:** [Property Address]

To Whom It May Concern,

I am writing to formally notify you that I have entered into a contract to sell the above-referenced property. Escrow has been officially opened with [Name of Escrow/Title Company] under Escrow Number [Escrow Number].

The scheduled closing date for this transaction is [Closing Date]. The sale proceeds are expected to be sufficient to [pay off the loan balance in full / satisfy the terms of the short sale agreement previously discussed].

In light of this pending sale, I respectfully request an immediate suspension of all foreclosure activities, including any scheduled trustee sales, for a period of [Number of Days, e.g., 30] days to allow for the successful close of escrow.

Attached to this letter, please find:

- A copy of the executed Purchase Agreement.
- Contact information for the Escrow Officer.
- A signed Authorization to Release Information.

Please confirm in writing that the foreclosure process has been paused. You may contact the Escrow Officer, [Escrow Officer Name], directly at [Phone Number] or [Email] for any necessary payoff demands or documentation.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]