

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Final Request for Foreclosure Cancellation and Short Sale Approval

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

To the Foreclosure Department and Loss Mitigation Department,

This letter serves as a formal request to immediately cancel and stay the foreclosure sale scheduled for [Scheduled Sale Date] regarding the property referenced above.

A complete short sale package was submitted on [Date] and is currently under review. We have a fully executed purchase contract from a qualified buyer for the amount of \$[Offer Price]. All required documentation, including the hardship letter, financial statements, and tax returns, has been provided to your department.

Proceeding with the foreclosure sale while a viable short sale is being processed would result in unnecessary losses for both the lender and the borrower. We request that you postpone the auction to allow for the final processing and approval of this short sale, which represents a higher recovery value than a foreclosure sale.

Please provide written confirmation that the foreclosure sale has been cancelled or postponed no later than [Date/Time].

Thank you for your immediate attention to this urgent matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]

cc: [Real Estate Agent Name]

cc: [Legal Counsel, if applicable]