

**Date:** [Current Date]

**To:** [Lender Name]

**Attn:** Loss Mitigation Department / Foreclosure Department

**Address:** [Lender Address]

**Fax/Email:** [Lender Fax Number or Email]

**RE: REQUEST TO POSTPONE FORECLOSURE SALE**

**Borrower Name:** [Your Name]

**Property Address:** [Property Address]

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

**Scheduled Sale Date:** [Date of Foreclosure Auction]

To Whom It May Concern,

I am writing to formally request an immediate postponement of the foreclosure sale scheduled for the property mentioned above. I have officially entered into a contract to sell the property via a Short Sale.

Enclosed with this letter, please find the following documentation for your review:

- A fully executed Purchase Agreement signed by both Buyer and Seller.
- A formal Short Sale Package (including hardship letter and financial statements).
- Proof of Buyer's Funds or Mortgage Pre-approval Letter.
- Preliminary Settlement Statement (HUD-1).

The pending sale represents a significantly higher recovery for the bank compared to a foreclosure sale. I respectfully request a 30-day stay of all foreclosure proceedings to allow your Loss Mitigation department to process this offer and move toward a closing.

Please confirm receipt of this request and the cancellation/postponement of the sale date as soon as possible.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]