

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

[Date]

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

RE: Request for Suspension of Foreclosure Proceedings for Short Sale

Borrower(s) Name: [Your Name(s)]
Loan Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally request a temporary suspension of the foreclosure proceedings scheduled for the above-referenced property. I am currently working diligently to complete a short sale of the property as a means to resolve this debt and avoid foreclosure.

Status of the Short Sale:

- The property is currently listed with [Real Estate Agency Name] at a competitive market price.
- We have received a formal purchase offer from a qualified buyer for the amount of \$[Offer Amount].
- Attached is a copy of the fully executed Sales Contract and the Buyer's Proof of Funds/Pre-approval letter.
- The completed short sale package was submitted to your department on [Date].

I am committed to cooperating fully with your loss mitigation team to ensure a smooth transaction. Given that a viable alternative to foreclosure is currently in progress, I respectfully request a [30/60]-day stay of any foreclosure sales or legal actions to allow for the processing and approval of this short sale.

Please confirm receipt of this request and provide written confirmation that the foreclosure clock has been paused. I can be reached at [Your Phone Number] or [Your Email] if you require any additional documentation.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List documents, e.g., Sales Contract, Listing Agreement, Financial Statements]