

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

[Date]

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

RE: Request for Foreclosure Sale Suspension / Short Sale Package Submission

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

To Whom It May Concern,

I am writing to formally request a postponement of the foreclosure sale currently scheduled for [Sale Date] regarding the property referenced above.

Attached to this letter is a complete Short Sale Package for your review. I have secured a qualified buyer, and the following documents are enclosed:

- Executed Purchase Agreement
- Buyer's Proof of Funds / Pre-approval Letter
- Completed Financial Worksheet
- Hardship Letter
- Last two years of Tax Returns and W-2s
- Last two months of Bank Statements
- Last 30 days of Pay Stubs
- Preliminary HUD-1 / Estimated Net Sheet

I am committed to resolving this delinquency through a short sale, which will mitigate losses for all parties involved. I respectfully request that you stay the foreclosure proceedings to allow the Loss Mitigation Department sufficient time to process this offer and complete the valuation of the property.

Please confirm receipt of this package and notify me of the status of the sale suspension at your earliest convenience. I can be reached at [Your Phone Number].

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]