

Date: [Date]

To: [Lender/Servicer Name]

Attn: Foreclosure Prevention/Loss Mitigation Department

Address: [Lender Address]

Loan Number: [Your Loan Number]

RE: AUTHORIZATION TO RELEASE INFORMATION AND REQUEST TO SUSPEND FORECLOSURE

To Whom It May Concern,

I am the borrower for the above-referenced mortgage loan. I am writing to formally authorize the following third party to act on my behalf regarding the management and negotiation of my mortgage account:

Authorized Third Party: [Name of Representative/Organization]

Contact Name: [Contact Person]

Phone Number: [Phone Number]

Email: [Email Address]

Address: [Third Party Address]

This authorization allows the third party to discuss my financial information, receive account documents, and negotiate loss mitigation options (such as a loan modification, short sale, or deed-in-lieu) with [Lender/Servicer Name].

Furthermore, I request that you **immediately suspend any scheduled foreclosure proceedings** or legal actions regarding my property located at [Property Address]. We are currently working in good faith to submit a complete loss mitigation package and require a stay of foreclosure to finalize these arrangements.

Please direct all future correspondence and verbal inquiries regarding the status of this loan to the authorized party listed above. This authorization shall remain in effect until I provide written notice of its termination.

Thank you for your cooperation and prompt attention to this matter.

Sincerely,

[Borrower Name Signature]

[Borrower Print Name]

[Last 4 Digits of SSN]

[Co-Borrower Name Signature - if applicable]

[Co-Borrower Print Name]
[Last 4 Digits of SSN]