

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

[Date]

[Trustee Name or Mortgage Company Name]
[Trustee Address]
[City, State, Zip Code]

RE: Request for Cancellation of Notice of Trustee Sale

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

TS Number: [Trustee Sale Number, if known]

To Whom It May Concern,

I am writing to formally request the immediate cancellation of the Notice of Trustee Sale currently scheduled for the above-referenced property on [Date of Sale].

This request is based on the following reason(s):

- [Insert Reason: e.g., Full reinstatement of the loan, Approval of a loan modification, Completion of a short sale, or Error in the filing process].

Enclosed, please find the supporting documentation regarding the [reinstatement payment / modification approval / etc.].

Please confirm in writing that the sale has been cancelled and that the Notice of Rescission of Trustee Sale has been recorded with the County Recorder's Office. I look forward to receiving confirmation within [Number] business days.

Sincerely,

[Your Signature]
[Your Printed Name]