

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

[Date]

[Trustee Name/Company]
[Trustee Address]
[City, State, Zip Code]

RE: Request for Postponement of Trustee Sale

Loan Number: [Your Loan Number]

Property Address: [Property Address]

Scheduled Sale Date: [Current Auction Date]

To Whom It May Concern,

I am writing to formally request a postponement of the Trustee Sale currently scheduled for the above-referenced property on [Current Auction Date].

I am requesting this postponement because:

[Insert reason: e.g., I have a pending loan modification application, I am finalizing a short sale, I am awaiting a pending insurance claim, or I am in the process of securing refinancing].

I am actively working with [Lender Name] to resolve this matter and avoid foreclosure. I have submitted the following documents to the lender: [List documents, e.g., financial statements, hardship letter].

I request that the sale be postponed for at least [Number of days, e.g., 30 or 60] days to allow for the completion of the [Review/Sale/Refinance] process. Please provide written confirmation of the new sale date once the postponement is granted.

Thank you for your immediate attention to this request. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Lender/Service Name]