

[Date]

[Recipient Name]
[Last Known Address]
[City, State, Zip Code]

RE: Notice of Surplus Funds Regarding Foreclosure of [Property Address]

Dear [Recipient Name],

This letter is to formally notify you regarding the foreclosure sale of the property located at [Property Address], which took place on [Date of Sale].

The property was sold at public auction for the amount of \$[Sale Price]. After satisfying the outstanding mortgage balance, interest, and allowable legal fees totaling \$[Total Debt/Expenses], there remains a surplus of funds in the amount of **\$[Overage Amount]**.

As the former owner of record, you may be entitled to claim these surplus funds. Please be advised that there may be other lienholders or claimants who also have a right to these funds.

To initiate the process of claiming these funds, you must take the following steps:

- Complete the enclosed Claim Form.
- Provide a valid form of government-issued identification.
- Submit the documents to [Department Name/Court Name] by [Deadline Date].

If you have any questions regarding this notification or the claim process, please contact our office at [Phone Number] or consult with legal counsel.

Sincerely,

[Your Name/Representative Name]
[Company/Bank Name]
[Phone Number]
[Email Address]