

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

[Date]

[Name of Trustee or Agency]  
[Address of Trustee or Agency]  
[City, State, Zip Code]

**RE: Notice of Claim for Surplus Funds**

Foreclosure Sale Date: [Date of Sale]  
Property Address: [Address of Foreclosed Property]  
Trustee Sale Number / Case Number: [Number]

To Whom It May Concern,

I am writing to formally request the surplus funds resulting from the foreclosure sale of the property located at [Property Address], which took place on [Date of Sale].

As the former owner of the aforementioned property, I am the entitled beneficiary of any proceeds remaining after the satisfaction of the primary mortgage and associated sale costs. According to the records of the sale, the property sold for \$[Sale Price], which exceeded the total debt owed by \$[Surplus Amount].

Please accept this letter as my official claim for these surplus funds. Please verify the exact amount of excess proceeds available and provide a breakdown of the disbursements made from the sale proceeds.

Kindly send the payment to my current mailing address listed at the top of this letter. If there are additional forms or specific documentation required to process this disbursement, please notify me immediately.

I look forward to your prompt response and the resolution of this matter within [Number of Days, e.g., 30] days.

Sincerely,

[Your Signature]

[Your Printed Name]