

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Name of Trustee/Government Agency/Court Clerk]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Request for Surplus Funds Following Foreclosure Sale

Property Address: [Complete Address of Foreclosed Property]
Date of Sale: [Date of Auction]
Reference/Case Number: [Insert Number]

To Whom It May Concern,

I am writing to formally request the distribution of surplus funds resulting from the foreclosure sale of the property referenced above.

According to my records, the property was sold at a public auction for the amount of \$[Insert Sale Price]. After the satisfaction of the primary mortgage and associated legal fees totaling \$[Insert Debt Amount], there remains a surplus balance of approximately \$[Insert Surplus Amount].

As the [Owner/Legal Heir/Authorized Representative], I am entitled to these excess proceeds. Please provide the necessary claim forms, instructions, or status updates regarding the disbursement of these funds.

Attached to this letter, please find [List documents, e.g., Photo ID, Deed, or Proof of Residence] to verify my identity and claim to the funds.

Please direct all future correspondence and payments to the address listed at the top of this letter. I look forward to your prompt response within [Insert Number] business days.

Sincerely,

[Signature]

[Printed Name]