

Date: [Insert Date]

To: [Former Homeowner Name]

Address: [Last Known Address or New Forwarding Address]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE OF SURPLUS FUNDS REGARDING FORECLOSURE SALE

Property Address: [Insert Full Property Address]

Foreclosure Sale Date: [Insert Date of Sale]

Case/Reference Number: [Insert Case Number]

Dear [Former Homeowner Name],

This letter is to formally notify you that a foreclosure sale was recently conducted regarding the property mentioned above. After the mortgage balance and all associated legal costs were paid from the sale proceeds, a surplus of funds remains.

Under state law, you may be entitled to claim these remaining funds. The current surplus amount held is **\$[Insert Amount]**.

To claim these funds, you must follow the procedures established by the [Insert Court Name or Trustee Office]. Please be advised of the following:

- **Deadline:** You must file a claim for these funds by [Insert Deadline Date, if applicable].
- **Documentation:** You may be required to provide proof of identity and evidence of your previous ownership interest in the property.
- **Subordinate Liens:** Other parties with a legal interest in the property (such as second mortgage holders or lienholders) may also attempt to claim these funds.

You are encouraged to contact the [Insert Department Name, e.g., Clerk of Court or Trustee] at [Insert Phone Number] for instructions on how to file your claim. You may also wish to consult with an attorney to protect your interests.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]