

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Claim for Surplus Funds / Foreclosure Overage

To Whom It May Concern,

I am writing to formally request the disbursement of surplus funds (overage) resulting from the foreclosure sale of the property located at: **[Full Property Address]**.

The property was sold at a foreclosure auction held on **[Date of Sale]**. The reference or case number for this matter is **[Case/Reference Number]**.

According to my records and the public sale results, the property sold for an amount exceeding the total debt owed to the foreclosing entity. As the former owner of the property at the time of the sale, I am entitled to these excess proceeds under state law.

Please find the following documents attached to verify my identity and claim:

- Copy of government-issued photo identification.
- Proof of prior ownership (copy of deed or tax records).
- [Any other required local forms].

Please process this claim and issue the surplus funds to the address listed above. If there are additional forms required or if this claim needs to be filed with a different department, please notify me immediately in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]