

[Date]

[Recipient Name]

[Last Known Address]

[City, State, Zip Code]

RE: Notice of Right to Claim Surplus Funds from Foreclosure Sale

Property Address: [Full Property Address]

Foreclosure Case Number: [Case Number]

Date of Sale: [Date of Auction]

Dear [Recipient Name],

This letter serves as formal notice regarding the foreclosure sale of the property referenced above. According to our records, the property was sold at a public auction for an amount that exceeds the total debt owed to the foreclosing lender and the costs of the sale.

As a result, there are surplus funds currently being held in the amount of **\$(Amount of Surplus)**. As the former owner of the property or a party with a recorded interest, you may be entitled to claim some or all of these remaining funds.

To request these funds, you must file a formal claim with the [Name of Court or Agency Holding Funds] located at [Address of Court/Agency]. Please be advised that there may be a strict deadline to file your claim. Failure to file a claim within the required timeframe may result in the loss of your right to these funds.

Other lienholders or claimants may also seek to recover their interests from these funds, which may affect the final amount available to you.

You are encouraged to contact the [Office Name, e.g., Clerk of Court] at [Phone Number] or consult with an attorney to understand the process for filing a claim and protecting your interests.

Sincerely,

[Your Name/Entity Name]

[Your Title]

[Your Phone Number]