Date: [Insert Date]

To:
[Borrower Name]
[Property Address]
[City, State, Zip Code]

Loan Number: [Insert Loan Number]

Subject: NOTICE OF LOSS MITIGATION OPTIONS

Dear [Borrower Name],

We are writing to inform you that your mortgage loan is currently past due. As we move forward with the foreclosure process, we want to ensure you are aware of the options available to help you keep your home or avoid foreclosure.

You may be eligible for one or more of the following loss mitigation options:

- **Loan Modification:** Changing the terms of your loan to make monthly payments more affordable.
- **Forbearance Plan:** A temporary reduction or suspension of payments for a specific period.
- **Repayment Plan:** Spreading out your past-due amount over a set number of months.
- **Short Sale:** Selling your home for less than the remaining mortgage balance.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the ownership of your property to the lender.

To be considered for these options, you must submit a complete Loss Mitigation Application. Please provide the following documents by [Insert Deadline Date]:

- Completed Uniform Borrower Assistance Form.
- Proof of income (Paystubs, Tax Returns, or W-2s).
- Recent bank statements.
- A hardship letter explaining your current financial situation.

If you do not take action, the foreclosure process will continue. For free assistance and housing counseling, you can contact the Department of Housing and Urban Development (HUD) at 1-800-569-4287.

If you have questions or wish to discuss your options, please contact our Loss Mitigation Department at [Insert Phone Number] between the hours of [Insert Hours].

Sincerely,

[Lender/Servicer Name]
[Department Name]
[Contact Information]