

[Sender Name]
[Sender Law Firm or Company]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Occupant]
[Property Address]
[City, State, Zip Code]

RE: Notice of Foreclosure and Presentation of Legal Documents

To Whom It May Concern,

Please be advised that this office represents [Lender/Client Name] regarding the real property located at [Property Address].

Enclosed with this letter, you will find the formal legal documents pertaining to the foreclosure proceedings initiated against the aforementioned property. These documents include:

- [Document Name 1, e.g., Notice of Default]
- [Document Name 2, e.g., Summons and Complaint]
- [Document Name 3, e.g., Affidavit of Service]

This correspondence serves as formal delivery of these materials. We strongly recommend that you seek independent legal counsel immediately to review these documents and understand your rights and obligations under the law.

Please acknowledge receipt of these documents by signing and returning the enclosed copy of this letter in the provided envelope, or as otherwise instructed in the attached materials.

Sincerely,

[Signature]
[Printed Name]
[Title]

Enclosures: [List Number of Enclosures]