

DATE: [Insert Date]

TO:

[Borrower Name]
[Co-Borrower Name]
[Property Address]
[City, State, Zip Code]

FROM:

[Lender/Servicer Name]
[Address]
[City, State, Zip Code]
[Phone Number]

RE: NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your mortgage loan agreement dated [Insert Date of Mortgage]. As of [Insert Date], your account is delinquent because you have failed to make the required monthly payments.

1. Nature of the Default: Your loan is in default due to non-payment of the installments due for the months of [List Months Unpaid].

2. Amount Required to Cure Default: To bring your loan current, you must pay the total amount of **[\$[Insert Total Amount]]**. This amount includes:

- Past Due Principal and Interest: **[\$[Amount]]**
- Late Charges: **[\$[Amount]]**
- Accrued Fees/Costs: **[\$[Amount]]**

3. Deadline to Cure: You must pay the total amount listed above on or before **[Insert Deadline Date, e.g., 30 days from notice]**. Payment must be made in certified funds (cashier's check or money order) and delivered to the address listed above.

4. Consequences of Failure to Pay: If you do not cure the default by the deadline stated above, [Lender Name] intends to accelerate the mortgage debt. This means the full remaining balance of the loan will become immediately due and payable. Furthermore, [Lender Name] will commence legal proceedings to foreclose upon the property.

5. Right to Reinstate: You have the right to reinstate the loan after acceleration and the right to assert the non-existence of a default or any other defense in a foreclosure proceeding, depending on the laws of your state and the terms of your mortgage documents.

If you are experiencing financial hardship, please contact our Loss Mitigation Department immediately at [Insert Phone Number] to discuss potential alternatives to foreclosure, such as a loan modification, forbearance, or short sale.

Sincerely,

[Authorized Signature]
[Printed Name and Title]
[Lender/Service Name]