

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

Subject: IMPORTANT NOTICE - Options to Help You Keep Your Home

Account Number: [Loan Number]

Dear [Borrower Name(s)],

Our records indicate that your mortgage loan is currently past due. We are writing to provide you with information regarding options that may be available to help you avoid foreclosure and resolve your delinquency.

Because your loan has not yet reached the "Acceleration" stage (where the full balance of the loan becomes due), you may have more flexibility to find a solution. We want to work with you to find a "Loss Mitigation" option that fits your current financial situation.

Possible options may include:

- **Loan Modification:** Changing the terms of your loan to make payments more affordable.
- **Repayment Plan:** Paying the past-due amount over a set period while continuing regular payments.
- **Forbearance:** Temporarily reducing or suspending payments due to short-term hardship.
- **Short Sale:** Selling your home for less than the remaining mortgage balance.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the property title to the lender.

What you need to do:

To determine your eligibility for these programs, please complete and return the enclosed Loss Mitigation Application. You will also need to provide supporting documentation, such as:

- Proof of income (pay stubs, tax returns, or W-2s).
- Recent bank statements.
- A hardship letter explaining your current financial situation.

Please contact us immediately at [Phone Number]. Our specialists are available [Days/Hours of Operation] to discuss your situation and answer any questions you may have.

You may also seek free assistance from a HUD-approved housing counseling agency by calling 1-800-569-4287 or visiting www.hud.gov.

Do not ignore this notice. Taking action now may help you prevent the foreclosure process from moving forward.

Sincerely,

[Lender/Service Name]

[Department Name]

[Phone Number]

[Website]

Enclosure: Loss Mitigation Application