

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lender/Service Name]  
[Attn: Loss Mitigation/Foreclosure Department]  
[Lender Address]  
[City, State, Zip Code]

**RE: Notice of Intent to Reinstate and Request for Rescission of Foreclosure**

Loan Number: [Your Loan Number]  
Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally request a formal Reinstatement Quote for the above-referenced mortgage account. I intend to pay the full amount required to cure the default and bring the loan current.

Specifically, I am requesting:

- A detailed itemization of all past-due principal and interest.
- A breakdown of any late fees, escrow shortages, and legal fees incurred to date.
- The total amount required to reinstate the loan as of [Date].
- Instructions for the delivery of certified funds.

Upon receipt and verification of the reinstatement amount, I will remit payment. Following the successful reinstatement of this account, I formally request that you rescind any pending foreclosure actions, cancel the scheduled sale date (if applicable), and notify the appropriate credit bureaus that the account has been brought current.

Please provide the requested reinstatement figures by [Date] via [email/mail].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]