[Date]

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

**RE: Loan Number: [Insert Loan Number]**

Dear [Borrower Name],

We are writing to provide you with important information regarding your mortgage and your rights as a borrower. If you are experiencing financial difficulty and are unable to make your monthly mortgage payments, there are several loss mitigation options that may be available to help you avoid foreclosure.

## Your Rights as a Borrower

- The right to be evaluated for all available loss mitigation programs.
- The right to a written explanation if your application for a loan modification is denied.
- The right to appeal a denial of a permanent loan modification.
- The right to stop a foreclosure sale while a complete loss mitigation application is being reviewed.

## Loss Mitigation Options

Depending on your eligibility, the following options may be available:

- **Forbearance:** A temporary reduction or suspension of your mortgage payments.
- **Loan Modification:** A permanent change to one or more terms of your loan (interest rate, term length, or principal balance).
- **Repayment Plan:** An arrangement to pay back your past-due amount over a set period while continuing regular payments.
- **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 satisfy the debt.

## How to Apply

To be considered for these options, you must submit a complete Loss Mitigation Application. Please contact us at [Phone Number] or visit our website at [Website URL] to obtain the necessary forms and a list of required documentation, such as proof of income and tax returns.

## Additional Assistance

You may also contact the Department of Housing and Urban Development (HUD) to find a HUD-approved housing counseling agency by calling 1-800-569-4287 or visiting www.hud.gov.

Sincerely,

[Name of Servicer/Lender]
[Department Name]
[Contact Phone Number]