DATE: [Current Date]

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

FROM:
[Lender/Servicer Name]
[Lender Address]
[Phone Number]

NOTICE OF POTENTIAL FORECLOSURE PROCEEDINGS

RE: Loan Number: [Your Loan Number]

Dear [Borrower Name],

This letter serves as formal notice that your mortgage loan is currently in default due to non-payment. As of [Date], your account is delinquent in the amount of $[Total Past Due Amount].

If you do not bring your account current or contact us to arrange an alternative payment plan by [Deadline Date], we intend to initiate formal foreclosure proceedings against the property located at [Property Address].

Foreclosure may result in the loss of your home and may negatively impact your credit score. You have the right to avoid foreclosure by taking one of the following actions:

- **Reinstatement:** Paying the full past due amount plus applicable fees.
- **Loan Modification:** Applying for a change in your loan terms.
- **Short Sale:** Selling the property for less than the remaining balance (subject to lender approval).
- **Deed in Lieu:** Voluntarily transferring the property title to the lender.

Please contact our Loss Mitigation Department immediately at [Phone Number] to discuss your options. We are committed to working with you to find a resolution.

If you are experiencing financial hardship, you may also seek assistance from a HUD-approved housing counseling agency by calling 1-800-569-4287.

Sincerely,

[Signature]
[Printed Name/Title]
[Lender/Servicer Name]