

URGENT NOTICE: NOTICE OF INTENT TO FORECLOSE

Date: [Insert Date]

Borrower Name(s): [Insert Borrower Names]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Dear [Insert Borrower Name],

This letter serves as formal notice that you are in default of your Mortgage/Deed of Trust regarding the property located at the address listed above. Specifically, you have breached the terms of your agreement by failing to maintain required hazard insurance coverage on the property.

Under the terms of your loan agreement, you are required to keep the property insured against loss by fire and other hazards. Our records indicate that your insurance policy [Insert Policy Number, if known] was canceled or expired on [Insert Date] and we have not received proof of a replacement policy.

TO PREVENT FORECLOSURE, YOU MUST TAKE THE FOLLOWING ACTION:

1. Obtain a valid hazard insurance policy that meets the requirements of your loan agreement.
2. Provide written proof of coverage (Declarations Page) to our office no later than [Insert Deadline Date, e.g., 30 days from date of letter].

Failure to cure this default by the date specified above will result in the acceleration of your loan balance. If the loan is accelerated, the full amount of the principal, interest, and fees will become immediately due and payable, and we will initiate formal foreclosure proceedings to sell the property.

Please send proof of insurance to:

[Insert Department Name]

[Insert Company Name]

[Insert Mailing Address]

[Insert Fax Number or Email if applicable]

If you have already obtained insurance, please contact us immediately at [Insert Phone Number] so we may update our records.

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Lender/Service Name]