

DATE: [Current Date]

TO:

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

RE: NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Loan Account Number: [Account Number]

Property Address: [Property Address]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your mortgage agreement due to your failure to pay property taxes to [Taxing Authority Name]. According to the terms of your Mortgage/Deed of Trust, you are required to keep all property tax obligations current to protect the priority of the lien held by [Lender Name].

Our records indicate that the following taxes remain unpaid:

- **Tax Year(s):** [Years]
- **Delinquent Amount:** \$[Amount]
- **Penalties/Interest:** \$[Amount]
- **Total Due:** \$[Total Amount]

REQUIRED ACTION:

To cure this default, you must provide proof of payment in full for the delinquent taxes to our office no later than [Deadline Date].

Failure to cure this default may result in the following actions by [Lender Name]:

1. Advancing the funds to pay the taxes on your behalf and adding that amount, plus administrative fees, to your total loan balance.
2. Establishing a mandatory escrow account for future tax payments.
3. Acceleration of the loan, requiring the full balance of the mortgage to be paid immediately.
4. Commencement of foreclosure proceedings against the property.

Please contact our Loss Mitigation Department at [Phone Number] immediately to discuss this matter or to provide proof of payment.

Sincerely,

[Name of Representative/Department]

[Lender Name]

[Lender Address]