

[Date]

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

Subject: Important Information Regarding Your Mortgage and Short Sale Options

Dear [Borrower Name],

We are writing to provide you with information regarding options that may be available to you if you are having difficulty making your mortgage payments or if your property value is less than the amount owed on your loan.

One potential solution is a **Short Sale**. A short sale allows you to sell your home for less than the remaining mortgage balance. This option may help you avoid foreclosure and reduce the impact on your credit score.

Benefits of a Short Sale:

- Avoidance of the formal foreclosure process.
- Potential relocation assistance in some cases.
- Resolution of your mortgage debt.
- Less severe impact on your credit compared to a foreclosure.

Next Steps:

1. Review your current financial situation and property value.
2. Contact us at [Phone Number] to discuss your eligibility.
3. Gather required documentation, including recent pay stubs, tax returns, and a hardship letter.

Please note that a short sale is subject to approval by the mortgage servicer and any secondary lien holders. We recommend consulting with a tax professional or legal advisor regarding the potential implications of a short sale.

We are here to help you navigate these options. Please contact our loss mitigation department at [Phone Number] or visit our website at [Website URL] for more information.

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]