

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Important Notice Regarding Your Mortgage Loan - Assistance Options Available

Dear [Borrower Name],

This letter is to inform you that your mortgage loan for the property located at [Property Address] is currently past due. Our records indicate that your account is [Number of Days] days delinquent.

We understand that financial difficulties can happen, and we want to help you explore options to avoid foreclosure. You may be eligible for "Loss Mitigation" programs designed to make your payments more manageable or to help you transition out of the property without a foreclosure sale.

Available Options May Include:

- **Loan Modification:** Changing the terms of your loan to reduce your monthly payment.
- **Forbearance:** Temporarily reducing or suspending your payments.
- **Repayment Plan:** Catching up on missed payments over a set period of time.
- **Short Sale:** Selling the home for less than the remaining mortgage balance.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the property title to the lender.

What You Need to Do:

To be considered for these options, you must complete a Loss Mitigation Application. Please contact our Homeownership Preservation Team at [Phone Number] between the hours of [Hours of Operation] or visit our website at [Website URL] to download the necessary forms.

Additional Resources:

For help exploring your options, you can contact the Department of Housing and Urban Development (HUD) to find a certified housing counseling agency by calling 800-569-4287 or visiting www.hud.gov.

Please do not ignore this notice. The sooner you contact us, the more options we may have to assist you.

Sincerely,

[Lender/Service Name]
[Department Name]
[Contact Phone Number]