

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Available Foreclosure Prevention Options

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We are contacting you because our records indicate that your mortgage payment is currently past due. We want to help you stay in your home and avoid foreclosure. There are several options available that may help you bring your loan current or provide an alternative to foreclosure.

Available Options May Include:

- **Loan Modification:** Changing the terms of your loan to make payments more affordable.
- **Forbearance Plan:** Temporarily reducing or suspending your payments.
- **Repayment Plan:** Spreading your past-due amount over a set period of months.
- **Short Sale:** Selling your home for less than the remaining mortgage balance.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the ownership of your property to the lender.

What You Need to Do:

To evaluate your eligibility for these programs, please complete and return the enclosed **Loss Mitigation Application** along with the following documents:

- Proof of income (paystubs, tax returns, or benefit statements).
- Recent bank statements.
- A brief letter explaining your financial hardship.

Please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation] to discuss your situation or to ask any questions regarding the application process.

You may also seek assistance from a HUD-approved housing counseling agency by calling 1-800-569-4287 or visiting www.hud.gov.

Sincerely,

[Lender/Service Name]

[Department Name]

[Contact Phone Number]

This is an attempt to collect a debt, and any information obtained will be used for that purpose.