

**Date:** [Insert Date]

**Loan Number:** [Insert Loan Number]

**Property Address:** [Insert Property Address]

## Notice of Loss Mitigation Approval

Dear [Borrower Name(s)],

We are pleased to inform you that after reviewing your loss mitigation application and financial documentation, you have been approved for the following workout option:

**Approved Option:** [Insert Option Name, e.g., Loan Modification / Forbearance Plan / Short Sale]

### Terms of the Agreement:

- **New Monthly Payment:** [Insert Amount]
- **Interest Rate:** [Insert Rate]%
- **Effective Date:** [Insert Date]
- **Trial Period Payments (if applicable):** [Insert Payment Schedule]

### Next Steps:

To accept this offer, you must complete the following actions by [Insert Deadline Date]:

1. Sign and return the enclosed agreement documents.
2. Provide the initial payment of [Insert Amount].
3. [Insert any additional requirements].

Please be advised that if we do not receive the signed documents and required payment by the date listed above, this offer may expire, and foreclosure proceedings (if applicable) may resume.

If you have any questions regarding this approval or the terms listed above, please contact our Loss Mitigation Department at [Insert Phone Number] between the hours of [Insert Hours of Operation].

Sincerely,

[Name of Servicer/Lender]  
[Department Name]  
[Contact Information]