

[Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Available Loss Mitigation Options

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

We are writing to inform you that you may be eligible for programs to help you avoid foreclosure. Because you are currently behind on your mortgage payments, we want to ensure you understand the options available to keep your home or transition to new housing.

Available Options May Include:

- **Loan Modification:** A change to the terms of your loan to make monthly payments more affordable.
- **Forbearance:** A temporary reduction or suspension of your mortgage payments.
- **Repayment Plan:** An agreement to pay the past-due amount over a specific period.
- **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 Next:

To be considered for these options, you must complete and return a Loss Mitigation Application. Please provide the following documents:

- Completed Uniform Borrower Assistance Form
- Proof of income (pay stubs, tax returns, or bank statements)
- A written hardship statement explaining your financial situation

Important Deadline:

To ensure we have enough time to review your request before any legal foreclosure proceedings continue, please submit your application by [Insert Date].

If you have questions or need assistance completing the application, please contact our Loss Mitigation Department at [Insert Phone Number] between the hours of [Insert Hours].

You may also seek free assistance from a HUD-approved housing counseling agency by calling 1-800-569-4287.

Sincerely,

[Name of Contact Person/Department]

[Company Name]