

**DATE:** [Current Date]

**FROM:**

[Lender/Service Name]

[Department Name]

[Address]

[City, State, Zip Code]

[Phone Number]

**TO:**

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND INTENT TO FORECLOSE**

**Loan Number:** [Loan Number]

**Property Address:** [Full Property Address]

Dear [Borrower Name],

This letter serves as formal notice that your mortgage loan is in **DEFAULT** for failure to make the required monthly payments. As of [Date], you have failed to pay the installments due for the months of [List Months Unpaid].

**Total Amount Required to Cure Default:**

- Past Due Principal and Interest: \$[Amount]
- Late Charges: \$[Amount]
- Escrow Deficit/Advances: \$[Amount]
- Other Fees: \$[Amount]
- **TOTAL TO REINSTATE: \$[Total Amount]**

You must pay the Total Amount indicated above on or before **[Deadline Date, e.g., 30 days from letter]** to bring your loan current. Payment must be made in certified funds (cashier's check or money order) and delivered to the address listed at the top of this letter.

**FAILURE TO CURE THE DEFAULT:**

If you do not pay the full amount by the deadline stated above, [Lender Name] will accelerate the maturity of the loan. This means the entire remaining balance of the loan will become immediately due and payable. Furthermore, we will commence formal foreclosure proceedings to sell your property at a public auction to satisfy the debt.

**LOSS MITIGATION OPTIONS:**

You may still have options to avoid foreclosure, such as a loan modification, repayment plan, short sale, or deed-in-lieu of foreclosure. Please contact our Loss Mitigation Department immediately at [Phone Number] to discuss these alternatives.

**RIGHT TO REINSTATE:**

You have the right to reinstate your loan after acceleration and the right to assert the non-existence of a default or any other defense in a foreclosure proceeding, depending on your state laws and the terms of your Security Instrument.

Please give this matter your immediate attention.

Sincerely,

[Name of Representative]

[Title]

[Lender/Service Name]