

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender Name]  
[Lending Institution/Department]  
[Lender Address]  
[City, State, Zip Code]

**RE: Offer for Deed in Lieu of Foreclosure and Debt Forgiveness**

Account Number: [Your Loan Number]  
Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally propose a voluntary surrender of the above-referenced property, commonly known as a Deed in Lieu of Foreclosure. Due to [briefly mention reason, e.g., extreme financial hardship], I am no longer able to maintain the mortgage payments for this property.

My proposal is based on the following terms:

- **Voluntary Surrender:** I agree to transfer the deed and clear title of the property to [Lender Name] voluntarily.
- **Full Debt Forgiveness:** In exchange for this transfer, [Lender Name] agrees to cancel the remaining balance of the mortgage loan and waive any right to seek a deficiency judgment against me.
- **Condition of Property:** I agree to vacate the property and leave it in "broom clean" condition by [Proposed Move-out Date].
- **Credit Reporting:** I request that the account be reported to credit bureaus as "Settled for less than full balance" or "Voluntarily surrendered" with a zero balance.

Attached to this letter, please find [list documents, e.g., financial statements, hardship letter, or proof of income] to assist in your review of this request.

Please provide a written response within [Number] days to confirm if you are willing to accept this offer and to outline the next steps in the legal transfer process.

Sincerely,

[Your Signature]

[Your Printed Name]