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

[Date]

[Lender/Servicer Name]
[Department Name, e.g., Loss Mitigation]
[Address]
[City, State, Zip Code]

RE: Request for Postponement of Foreclosure Auction
Loan Number: [Your Loan Number]
Property Address: [Property Address]
Scheduled Auction Date: [Date of Auction]

To Whom It May Concern,

I am writing to formally request a delay or postponement of the foreclosure auction currently scheduled for my property on [Date of Auction].

The reason for this request is that I am currently working toward a resolution to satisfy the debt. Specifically:

- [Option 1: I have a pending sale and am awaiting a closing date.]
- [Option 2: I am in the process of applying for a loan modification/loss mitigation.]
- [Option 3: I have secured refinancing and am waiting for the final documents.]
- [Option 4: I am actively working with a real estate professional to list the property.]

I am requesting a stay of [Number of Days, e.g., 30 or 60] days to allow for the completion of this process. I have attached supporting documentation, including [mention documents like a sales contract, bank statements, or listing agreement], for your review.

I am committed to resolving this delinquency and believe that this delay will result in a better outcome for both parties. Please let me know as soon as possible if this request has been granted or if you require additional information.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]