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

[Date]

[Lender or Servicer Name]
[Loss Mitigation Department]
[Address]
[City, State, Zip Code]

RE: Notice of Request for Foreclosure Relief and Auction Postponement
Account Number: [Your Loan Number]
Property Address: [Full Property Address]
Scheduled Auction Date: [Date of Scheduled Sale]

To the Loss Mitigation Department,

I am writing to formally request immediate relief from foreclosure and a postponement of the trustee sale/auction currently scheduled for the above-referenced property. I am facing a temporary financial hardship and am committed to working with you to find a viable alternative to foreclosure.

I am requesting this postponement to allow sufficient time for the review of my Loss Mitigation Application, which [is enclosed / was submitted on Date]. Specifically, I am seeking consideration for the following options:

- Loan Modification
- Forbearance Agreement
- Short Sale or Deed-in-Lieu of Foreclosure
- [Other specific program name]

I understand that I must provide updated financial documentation to support this request. Enclosed please find my hardship letter, recent pay stubs, bank statements, and tax returns. Please inform me if any additional information is required to complete my file.

I look forward to your written confirmation that the auction scheduled for [Date] has been stayed while my application is under review. Please contact me at [Your Phone Number] or [Your Email] to discuss the next steps.

Sincerely,

[Your Signature]

[Your Printed Name]