

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Lender Name]
[Loss Mitigation Department]
[Lender Address]

RE: Foreclosure Avoidance - Request for Short Sale / Quick Sale Approval
Account Number: [Your Loan Number]
Property Address: [Property Address]

To the Loss Mitigation Department,

I am writing to formally request your cooperation in avoiding the foreclosure of my property located at the address mentioned above. Due to unexpected financial hardships, I am no longer able to maintain the monthly mortgage payments.

I am requesting that you approve a "Quick Sale" or Short Sale of the property. I have listed the property for sale with a licensed real estate agent at a competitive market price to ensure a fast transaction. Selling the property now will allow the bank to recover funds more quickly and at a lower cost than completing the formal foreclosure process.

Attached to this letter, you will find my financial statement, recent tax returns, and a hardship letter explaining my current situation in detail. I am committed to working closely with your department to facilitate an efficient closing.

Please let me know what additional documentation is required to begin the review process and to place a temporary stay on any scheduled foreclosure proceedings while the sale is pending.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]