

[Date]  
[Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: Notice of Default and Available Loss Mitigation Options**

Dear [Borrower Name],

Our records indicate that your mortgage account is currently past due. We are writing to inform you that you may be eligible for several pre-foreclosure workout options to help you avoid the loss of your home. It is important that you contact us immediately to discuss your situation.

The following options may be available to you depending on your financial circumstances:

- **Reinstatement:** Paying the total past-due amount in one lump sum.
- **Repayment Plan:** Adding a portion of the past-due amount to your regular monthly payments over a set period.
- **Forbearance:** Temporarily reducing or suspending your payments for a specific timeframe.
- **Loan Modification:** Changing the original terms of your loan (such as interest rate or term length) to make payments more affordable.
- **Short Sale:** Selling the property for less than the remaining mortgage balance with lender approval.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the property title to the lender to satisfy the debt.

To evaluate your eligibility, please provide the following documents:

- A completed Request for Mortgage Assistance (RMA) form.
- Proof of income (recent pay stubs or tax returns).
- A brief hardship letter explaining your current financial situation.

Please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours] or visit our website at [Website URL].

Taking action now is the best way to prevent the foreclosure process from moving forward.

Sincerely,

[Lender Name]  
[Department Name]  
[Contact Information]