

[Date]

[Borrower Name]

[Co-Borrower Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Options to Help You Keep Your Home - Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We are writing to provide you with information regarding options that may be available to help you manage your mortgage payments and avoid foreclosure. We understand that financial difficulties can happen, and we want to work with you to find a solution.

Based on our initial review, here are some potential loss mitigation options that may be available to you:

- **Loan Modification:** A permanent change to one or more terms of your loan to make your monthly payments more affordable.
- **Forbearance Plan:** A temporary reduction or suspension of your mortgage payments for a specific period.
- **Repayment Plan:** An arrangement where you pay your regular monthly payment plus an additional amount each month until the past-due balance is paid in full.
- **Short Sale:** Selling your home for less than the remaining balance on your mortgage.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the ownership of your property to the lender to satisfy the debt.

Next Steps:

To determine your eligibility for these programs, you must submit a complete Loss Mitigation Application. Please provide the following documents by [Insert Deadline Date]:

- Completed Financial Assistance Form (enclosed).
- Proof of income (e.g., pay stubs, tax returns, or bank statements).
- A hardship letter explaining your current financial situation.

Please send the completed application to:

[Lender Name]

[Department Name]

[Address]

[Fax Number/Email Address]

If you have any questions or need assistance completing the forms, please contact our Homeownership Preservation Team at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name]

[Company Name]