

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

[Date]

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

RE: Pre-Foreclosure Workout Proposal

Borrower Name: [Your Name]
Loan Number: [Your Loan Number]
Property Address: [Property Address]

To the Loss Mitigation Department,

I am writing this letter to formally request a workout solution to avoid foreclosure on my property. Due to unexpected financial hardships, I have encountered difficulty in meeting my monthly mortgage obligations. My primary goal is to resolve this delinquency and reach a mutually beneficial agreement.

The hardship I am currently experiencing is due to [Briefly state reason: e.g., job loss, medical emergency, divorce]. As a result, I am unable to maintain the current payment schedule but am committed to keeping the property.

I would like to propose the following workout option(s) for your consideration:

- [Option 1: Loan Modification]
- [Option 2: Forbearance Plan]
- [Option 3: Short Sale / Deed in Lieu of Foreclosure]

Enclosed with this letter, please find the following supporting documentation:

- Proof of current income (Pay stubs/Tax returns)
- Recent bank statements
- A detailed financial statement of expenses
- Hardship Affidavit

I am eager to discuss these options with you as soon as possible. Please let me know what additional information is required to move forward with a formal review of my account. I can be reached at [Your Phone Number].

Thank you for your time and consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]