

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

[Date]

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

RE: Proposal for Pre-Foreclosure Workout Agreement

Loan Number: [Your Loan Number]

Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request a workout agreement regarding my mortgage loan for the property mentioned above. I am currently experiencing financial hardship due to [mention brief reason, e.g., job loss, medical emergency, or divorce], which has made it difficult to maintain my regular mortgage payments.

I am committed to keeping my home and wish to avoid foreclosure. Based on my current financial situation, I would like to propose the following workout option(s) for your consideration:

- **Loan Modification:** A permanent adjustment to the interest rate, term, or principal balance to make monthly payments more affordable.
- **Forbearance Plan:** A temporary reduction or suspension of payments followed by a plan to catch up on the delinquency.
- **Repayment Plan:** Adding a portion of the overdue amount to my regular monthly payments over a set period.

Enclosed with this letter, please find my completed financial statement, recent pay stubs, tax returns, and a detailed hardship letter as required for your review process.

I am eager to discuss these options with a representative from your loss mitigation department. Please contact me at [Your Phone Number] or [Your Email Address] at your earliest convenience to discuss how we may proceed.

Thank you for your time and for considering this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]