

[Date]

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

Subject: Important Information Regarding Your Mortgage - Foreclosure Avoidance Options

Dear [Borrower Name],

Our records indicate that your mortgage account is currently past due. We want to help you stay in your home and avoid the foreclosure process. You may be eligible for one or more programs to make your payments more affordable or to transition out of the property without a foreclosure on your credit report.

Below are the primary options that may be available to you:

- **Loan Modification:** A permanent change to your loan terms (such as interest rate or term length) to lower your monthly payment.
- **Repayment Plan:** An agreement to pay your past-due amount over a specific period along with your regular monthly payments.
- **Forbearance:** A temporary reduction or suspension of payments to provide short-term relief during a financial hardship.
- **Short Sale:** Selling your home for less than the remaining mortgage balance with the lender's approval.
- **Deed-in-Lieu of Foreclosure:** Voluntarily transferring the ownership of your property to the lender to satisfy the debt.

Next Steps:

To evaluate your eligibility, please contact our Loss Mitigation Department at [Phone Number] between [Hours of Operation]. You will likely need to provide documentation, including recent pay stubs, tax returns, and a written explanation of your financial hardship.

Free professional assistance is also available through the Department of Housing and Urban Development (HUD) at 1-800-569-4287 or via www.hud.gov.

We encourage you to act quickly to ensure the widest range of options remains available to you.

Sincerely,

[Name of Contact Person/Department]
[Lender/Service Name]
[Contact Phone Number]