

Date: [Insert Date]

To: [Trustee Name/Lender Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

Re: Notice of Trustee Sale / Foreclosure Sale Avoidance

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Scheduled Sale Date: [Insert Date of Auction]

To Whom It May Concern,

I am writing this letter to formally request a postponement or cancellation of the scheduled Trustee Sale for the property referenced above. I am currently taking active steps to resolve the default and avoid foreclosure.

I am pursuing the following alternative(s) to the auction:

- [Option 1: Loan Modification Application - currently under review]
- [Option 2: Short Sale - property is listed or under contract]
- [Option 3: Full Reinstatement - funds are being secured]
- [Option 4: Deed in Lieu of Foreclosure]

I have already submitted [mention specific documents submitted] to the [Loss Mitigation/Foreclosure Prevention] department on [Date]. I am requesting that you stay the sale to allow for the completion of the review process as required by state law and/or federal servicing guidelines.

Please confirm in writing that the sale date has been moved or cancelled. You may contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]