

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

[Date]

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

Re: Loan Number: [Your Loan Number]

Dear Loss Mitigation Department,

I am writing to formally request a consultation to discuss foreclosure avoidance options for my property located at [Property Address].

Due to current market conditions, my mortgage is currently "upside down," meaning the outstanding loan balance exceeds the current fair market value of the home. In addition to this negative equity, I am facing financial hardship due to [briefly mention reason, e.g., job loss, medical expenses, or reduced income], which makes it difficult to maintain my current mortgage payments.

I am committed to finding a proactive solution to avoid foreclosure. I would like to review all available loss mitigation options, including but not limited to:

- Loan Modification
- Short Sale
- Deed-in-Lieu of Foreclosure
- Principal Reduction Programs

Enclosed/Attached please find my initial financial documents, including [mention documents like recent pay stubs or tax returns] to assist in your review. Please let me know what additional documentation is required to open a formal review of my account.

I look forward to speaking with a representative soon to discuss a viable path forward. Please contact me at [Your Phone Number] to schedule a time for this consultation.

Sincerely,

[Your Signature]  
[Your Printed Name]