

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

[Date]

[Lienholder Name]  
[Department Name, e.g., Loss Mitigation]  
[Lienholder Address]  
[City, State, Zip Code]

**RE: Offer for Full and Final Satisfaction of Lien**

**Account Number:** [Your Account Number]

**Property Address:** [Property Address]

To Whom It May Concern,

I am writing to discuss a settlement regarding the junior lien held by [Lienholder Name] on my property located at [Property Address]. Due to severe financial hardship, I am currently facing the imminent risk of foreclosure by the senior lienholder.

Based on a recent professional appraisal, the current market value of the property is \$[Current Value]. The balance of the first mortgage is \$[Senior Lien Balance]. Given these figures, there is currently no equity remaining in the property to cover your junior lien in the event of a foreclosure sale.

In an effort to avoid foreclosure and provide a recovery for your institution, I am offering a one-time, lump-sum payment of \$[Offer Amount] as full and final satisfaction of this debt. This offer is contingent upon the following:

- The payment will be accepted as full settlement of the account balance.
- [Lienholder Name] will release the lien on the property and record a satisfaction of mortgage.
- The account will be reported to credit bureaus as "settled in full" or "paid as agreed."
- All personal liability regarding this debt will be waived.

I have attached a financial statement and a Comparative Market Analysis (CMA) to support this request. This offer is valid until [Expiration Date].

Please provide a written response confirming your acceptance of these terms. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]