

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

[Date]

[Lender/Bank Name]
[Department Name, e.g., Loss Mitigation]
[Lender Address]
[City, State, Zip Code]

RE: Request for Deficiency Waiver and Debt Forgiveness

Loan Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing this letter to formally request a full waiver and forgiveness of the remaining deficiency balance on my home equity loan/line of credit following the [Short Sale / Foreclosure / Deed-in-Lieu] of the property located at the address referenced above.

Due to severe financial hardship caused by [briefly state reason, e.g., job loss, medical illness, or market decline], I am unable to pay the difference between the sale proceeds and the total outstanding balance. I request that [Lender Name] agrees to the following terms:

- A full waiver of the right to pursue a deficiency judgment against me.
- Release of all personal liability regarding the remaining balance of the debt.
- Verification that the account will be reported to credit bureaus as "Settled for less than full balance" or "Paid in full" with a zero balance.

Please find the enclosed financial documentation supporting my current inability to satisfy this debt. I request a formal "Waiver of Deficiency" letter or a written agreement confirming that the debt is fully forgiven and that no further collection actions will be taken.

Thank you for your time and consideration of this request. I look forward to your written response within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]