DATE: [Current Date]

FROM:
[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

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

RE: NOTICE OF INTENT TO FORECLOSE / FORMAL WARNING

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

This letter serves as formal notice that your mortgage account is currently in default due to non-payment. According to our records, your account is past due for the following payments:

- **Past Due Amount:** $[Amount]
- **Late Fees & Charges:** $[Amount]
- **Total Amount Required to Cure Default:** $[Total Amount]

To prevent the initiation of formal foreclosure proceedings, you must pay the total amount required to cure this default by **[Deadline Date]**.

If you do not pay the full amount or contact us to arrange an alternative solution by the date specified above, we will begin the legal process of foreclosure. This may result in the sale of your property at a public auction and the loss of your home.

Options to Avoid Foreclosure:

You may have options available to help you keep your home or minimize the impact on your credit, such as:

- Loan Modification
- Repayment Plan
- Forbearance Agreement
- Short Sale or Deed-in-Lieu of Foreclosure

We urge you to contact our Loss Mitigation Department immediately at [Phone Number] to discuss these options. Additionally, you may seek assistance from a HUD-approved housing counseling agency by calling 1-800-569-4287.

Please give this matter your immediate attention.

Sincerely,

[Name/Department]
[Lender Name]