DATE: [Current Date]

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

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

RE: NOTICE OF COMMENCEMENT OF FORECLOSURE ACTION

Loan Account Number: [Loan Number]

Dear [Borrower Name],

This letter serves as formal notice that [Lender Name] has officially commenced legal action to foreclose on the mortgage/deed of trust secured by the property located at [Property Address].

This action has been taken due to your continued default under the terms of your loan agreement. As of [Date], your account remains past due in the amount of $[Total Amount Owed to Date].

Legal Proceedings:
A formal complaint/petition has been filed with the [Court Name] in [County, State]. You will likely be served with a Summons and Complaint regarding this matter. It is highly recommended that you seek legal counsel immediately to understand your rights and the deadlines for responding to this action.

Options to Avoid Foreclosure:
Despite the commencement of this action, options may still be available to prevent the loss of your home, including:

- Reinstatement of the loan
- Loan Modification
- Short Sale
- Deed in Lieu of Foreclosure

To discuss these options, please contact our Loss Mitigation Department immediately at [Phone Number].

Important Notice:
If you do not take action or file a formal response with the court, you may lose your ownership rights to the property, and a foreclosure sale will be scheduled.

Sincerely,

[Authorized Signature]
[Name and Title]
[Lender/Servicer Name]