Notification of Foreclosure Error

Date: [Insert Date]
To: [Borrower's Name]
Address: [Borrower's Address]
Dear [Borrower's Name],
We are writing to inform you of an error that has occurred in relation to your foreclosure process. It has come to our attention that [briefly describe the error, e.g., incorrect amount due, wrong property listed, etc.].
We understand that this may cause confusion and inconvenience, and we sincerely apologize for this oversight. To rectify the situation, we are taking the following actions:
 [Action 1] [Action 2] [Action 3]
If you have any questions or require further clarification, please do not hesitate to contact our office at [phone number] or [email address]. We appreciate your understanding and cooperation in this matter.
Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]