

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Foreclosure Assistance Department
Company/Organization Name
Address
City, State, Zip Code

Dear Foreclosure Assistance Department,

I am writing to inquire about foreclosure assistance options available to me. My current financial situation has made it challenging to keep up with my mortgage payments, and I want to explore the available resources that might help me avoid foreclosure.

Property Address:
[Insert your property address here]

Please advise me on the steps to take and any documentation I may need to provide to begin this process. I am eager to work together in finding a viable solution to my situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
Your Name