

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Lender's Institution Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to complete the deed in lieu process regarding the property located at [Property Address]. Due to [brief explanation of circumstances], I have found it necessary to pursue this option as a resolution of my financial obligations.

I understand that by agreeing to the deed in lieu process, I am surrendering ownership of the property to [Lender's Institution Name] and that this action may impact my credit. However, I believe this is the most appropriate option given my current situation.

I am prepared to cooperate fully with your team to expedite this process. Please let me know the next steps I need to take and any documents you require from my side.

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

Sincerely,

[Your Name]