

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: N A M E
Foreclosure/Eviction

Dear N A M E:

As you have been previously informed, N A M E requires a formal contract offer showing that the financing is available for such an offer before it can be considered. This offer should be made in time for N A M E to consider it prior to the eviction hearing which is set in Justice Court for D A T E , at TIME.

Any such offer should be made to N A M E, who will present that offer to N A M E. It is only through a formal contract offer that any offer can be considered by N A M E.

If you plan to make an offer, please do so in time for N A M E to consider it prior to the hearing. If you do not plan on making such an offer, we must proceed with the eviction hearing as planned.

If you have any questions, please do not hesitate to call.

Sincerely,

N A M E