

A.3: SAMPLE AUTHORIZATION TO RELEASE INFORMATION

TO: Handout Mortgage Co
[Address]
Attention: Loss Mitigation Department

RE: Account No: 1234567
Borrowers: Sam and Sally Consumer
Prop. Address: [Address]

AUTHORIZATION TO RELEASE INFORMATION

Dear Sir or Madam:

We are working with the Neighborhood House Counseling Service (a HUD certified counseling agency) on a plan to resolve our mortgage delinquency. We hereby authorize you to release any and all information concerning our account to the Neighborhood House Counseling Service at their request.

We further authorize you to discuss our case with Barry Booth or Beverly Bonder. They are working to help us address our financial problems and to propose a loss mitigation plan which is within your guidelines.

At present, we request that you fill out the request for loan information which accompanies this letter. Please return it to Beverly Bonder by fax (555-345-8768) no later than Friday, February 28, 2013. You may release additional information to the Neighborhood House Counseling Service in the future without further authorization.

Thank you taking the time to deal with this request.

Very truly yours,

Sam and Sally Consumer
Phone: [Phone Number]