



September 26, 2012

[Name]

[Address]

Dear Mr. X,

Thank you for your participation in the SUN Initiative program. We have been trying to reach you regarding your Use and Occupancy payments. Unfortunately, we have not been successful in doing so after repeated efforts.

It is urgent that you contact me as soon as possible but no later than October 12, 2012 to set-up an appointment to review your account which is delinquent. My contact information is as follows:

Phone:

Email:

Address: Boston Community Capital, 57 Warren Street, Boston, MA 02119

If I do not hear from you by next Friday (October 12, 2012), we can only assume you are no longer interested in buying back your home and we will be forced to begin the process of transitioning you from this property.

I look forward to hearing from you. It is our hope that you remain interested in staying in your home. We are eager to work with you to make this possible but we need you to meet with us to work out a plan to do so.

Sincerely,

Jane Smith  
Customer Relations Liaison  
SUN Initiative/Aura Mortgage  
Boston Community Capital