

Short Sale Approval Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP]

Dear [Recipient Name],

We are writing to inform you that your request for a short sale on the property located at [Property Address] has been approved. After careful consideration, we have reviewed your financial documents and property valuation.

The terms of the approval are as follows:

- Sale Price: [Insert Approved Sale Price]
- Closing Date: [Insert Closing Date]
- Additional Conditions: [Insert Any Additional Conditions]

Please ensure that all the terms and conditions outlined in this letter are met during the closing process. We also require that you provide a copy of the executed purchase agreement with the buyer.

If you have any questions or need further assistance, please do not hesitate to contact us at [Bank's Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Bank Name]

[Bank Address]

[City, State, ZIP]