

# Short Sale Approval Letter

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for a short sale on the property located at [Property Address] has been approved under the following conditions and requirements:

## Approval Conditions:

- The sale must be completed by [Completion Date].
- The buyer must be approved by [Lender's Name].
- Net proceeds must meet the minimum amount specified: \$[Minimum Amount].

## Requirements:

- Provide a copy of the signed purchase agreement.
- Buyer must submit proof of funds or a pre-approval letter from a lender.
- All parties must agree to cover any closing costs as specified in the agreement.
- Submit a short sale package including [list required documents].

Please ensure that all conditions and requirements are met to facilitate the timely processing of the short sale. Failure to comply may result in the revocation of this approval.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[Phone Number]