

Short Sale Approval Confirmation

Date: [Insert Date]

To: [Real Estate Agent's Name]
[Real Estate Agency Name]
[Address]
[City, State, Zip Code]

Dear [Real Estate Agent's Name],

We are pleased to inform you that the short sale request for the property located at [Property Address] has been officially approved. This decision has been made after careful consideration of the financial circumstances presented.

Please find the attached documents detailing the approval conditions and any pertinent information required for the closing process. We appreciate your assistance in expediting this transaction.

Should you have any questions or require further clarification, feel free to reach out to us at your earliest convenience.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title/Position]
[Company Name]
[Phone Number]
[Email Address]