

# Short Sale Approval Letter

Date: [Insert Date]

To: [Investor's Name]

Investor's Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Investor'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.

Below are the details of the approval:

- Loan Number: [Insert Loan Number]
- Approved Sale Price: [Insert Approved Price]
- Effective Date of Approval: [Insert Date]
- Expiration Date of Approval: [Insert Date]

This approval is contingent upon the following conditions:

1. Submission of a fully executed purchase agreement within [Insert Time Frame]
2. Completion of all required documentation pertaining to the short sale.
3. Closing of the sale must occur by [Insert Closing Date].

We appreciate your cooperation throughout this process. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip]

[Phone Number]

[Email Address]