

Short Sale Approval Notification

Date: [Insert Date]

Dear [Seller's Name],

We are pleased to inform you that your request for a short sale has been approved by [Lender's Name]. The terms of the approval are as follows:

- Property Address: [Insert Property Address]
- Approval Amount: [Insert Approved Sale Amount]
- Expiration Date of Approval: [Insert Expiration Date]

It is important to note that this approval is contingent upon the completion of the sale within the specified time frame and adherence to any conditions outlined in the attached documents.

Please feel free to contact us at [Insert Contact Information] if you have any questions or need further assistance.

Congratulations on this step forward, and we look forward to assisting you through the closing process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]