

# Short Sale Approval Request Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request approval for a short sale regarding my property located at [Property Address]. Due to [briefly explain your financial hardship, e.g., job loss, medical issues], I am unable to continue making mortgage payments.

After consulting with a real estate professional, it has become clear that selling the home for its current market value is the best course of action. I am seeking your approval to proceed with this short sale, as it will allow me to settle my debt and avoid foreclosure.

Please find the attached documentation supporting my financial situation, including my income statement, hardship letter, and other relevant information. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]