

Short Sale Transaction Completion Confirmation

Date: [Insert Date]

From: [Your Name] [Your Company] [Your Address] [City, State, Zip] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Company] [Recipient's Address] [City, State, Zip]

Dear [Recipient's Name],

We are pleased to confirm the successful completion of the short sale transaction for the property located at [Property Address]. The final sale price was [Insert Sale Price], and all necessary documentation has been processed.

Thank you for your cooperation throughout this process. Should you have any questions or require further assistance, please feel free to reach out.

Sincerely,

[Your Name] [Your Title] [Your Company]