

# Short Sale Transaction Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the necessary documentation for the short sale transaction of the property located at [Property Address].

As we proceed with this sale, it is crucial for us to obtain the following documents:

- Current mortgage statement
- Loan application
- Hardship letter
- Listing agreement
- Purchase agreement

Thank you for your cooperation and assistance in this matter. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]