

Short Sale Transaction Follow-Up Reminder

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the short sale transaction for the property located at [Property Address]. As we discussed previously, we are eager to move forward and would like to ensure that all necessary documentation has been submitted.

If there are any updates or additional information required from our side, please do not hesitate to let us know. We appreciate your attention to this matter and look forward to your response.

Thank you for your assistance!

Best regards,
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]