

Short Sale Transaction Progress Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Progress Report on Short Sale Transaction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the progress of the short sale transaction for [Property Address].

Current Status:

- Offer Received: [Yes/No, Date]
- Offer Submitted to Lender: [Date]
- Lender Response: [Pending/Approved/Rejected, Date]
- Appraisal Status: [In Progress/Completed, Date]
- Closing Date: [Tentative Date]

Next Steps:

- [Next Step 1]

- [Next Step 2]

- [Next Step 3]

Thank you for your attention to this matter. Please feel free to reach out should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Contact Information]