

Dear [Lender/Agent's Name],

I hope this message finds you well. I am writing to inquire about the current status of the short sale transaction for the property located at [Property Address].

As we approach the anticipated closing date, I would appreciate any updates regarding the approval process, required documentation, or any potential delays that may affect our timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]