

# Short Sale Transaction Timeline Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update on the timeline of your short sale transaction for the property located at [Property Address].

## Transaction Timeline

- **Initial Offer Submission:** [Date]
- **Bank Acknowledgment of Offer:** [Date]
- **Counter Offer from Lender:** [Date]
- **Offer Acceptance:** [Date]
- **Due Diligence Period:** [Dates]
- **Closing Date Scheduled:** [Date]

We appreciate your patience throughout this process. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]