

**Date:** [Date]

**To:** [Foreclosure Trustee/County Recorder's Office]

**Address:** [Address]

**City, State, Zip:** [City, State, Zip]

**RE: NOTICE OF FORECLOSURE CANCELLATION AND SHORT SALE APPROVAL**

**Borrower(s):** [Borrower Name(s)]

**Property Address:** [Full Property Address]

**Loan Number:** [Loan Number]

**TS / Trustee Sale Number:** [Sale Number]

To Whom It May Concern,

This letter serves as formal notification that [Lender Name] has officially approved a short sale for the property listed above. As a condition of this agreement, the foreclosure proceedings currently scheduled for [Date of Sale] are to be immediately cancelled.

We hereby request that the Trustee/Service take the following actions:

- Rescind the Notice of Sale and/or Notice of Default.
- Remove the property from the upcoming auction calendar.
- Update all internal records to reflect the pending short sale status.

The short sale closing is scheduled to take place on or before [Closing Date]. Upon successful receipt of the settlement funds, a full release of lien will be issued.

Please confirm receipt of this notice and provide verification that the foreclosure sale has been pulled. If you have any questions regarding this file, please contact the Short Sale Department at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Lender/Servicing Company Name]