

[Company Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: Short Sale Payoff Statement Inquiry - Loan Number: [Loan Number]

Dear [Borrower Name/Authorized Representative],

We are writing in response to your inquiry regarding the payoff statement for a potential short sale of the property located at [Property Address].

Please be advised that as of [Date], the total amount required to satisfy the mortgage debt is \$[Total Payoff Amount]. This figure includes the principal balance, accrued interest, and any applicable fees or advances. Please note that interest continues to accrue at a daily rate of \$[Daily Interest Rate].

As this is a short sale request, the following conditions apply:

- This statement does not constitute an approval of the short sale.
- A formal Short Sale Approval Letter must be issued by our Loss Mitigation Department before any discounted payoff is accepted.
- Net proceeds from the sale must be wired to [Wiring Instructions] no later than [Expiration Date].
- The lien will only be released upon receipt of the agreed-upon funds and completion of all required documentation.

To proceed with the evaluation of your short sale request, please ensure that the Purchase Contract, HUD-1/Closing Disclosure, and a completed Financial Package have been submitted for review.

If you have any questions, please contact our Short Sale Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Name/Signature]
[Title]
[Company Name]