

**[Lender Name]**  
[Lender Address]  
[City, State, Zip Code]

**Date:** [Current Date]

**RE: Short Sale Payoff Approval Letter**

**Borrower:** [Borrower Name]  
**Property Address:** [Full Property Address]  
**Loan Number:** [Loan Number]

Dear [Borrower/Contact Name],

This letter confirms that [Lender Name] ("Lender") has agreed to accept a short payoff regarding the above-referenced commercial mortgage loan. Lender agrees to release its lien on the property upon receipt of a discounted payment subject to the following terms and conditions:

- 1. Net Payoff Amount:** Lender shall receive a minimum net payment of \$[Amount].
- 2. Expiration Date:** This approval is valid until [Date] at [Time]. The funds must be received by the Lender via wire transfer no later than this date.
- 3. Closing Costs:** All closing costs, including but not limited to real estate commissions, attorney fees, and transfer taxes, must be deducted from the gross sales price. Lender will not contribute additional funds toward these costs beyond the agreed net payoff.
- 4. Arm's Length Transaction:** This sale must be an "arm's length" transaction. The Buyer and Seller cannot be related by blood, marriage, or business enterprise.
- 5. Deficiency:** [Select one: Lender waives all rights to pursue a deficiency judgment / Lender reserves the right to pursue a deficiency judgment for the remaining balance].

**6. Wiring Instructions:**  
Bank Name: [Bank Name]  
ABA/Routing Number: [Routing Number]  
Account Number: [Account Number]  
Reference: [Loan Number / Borrower Name]

Upon verified receipt of the specified funds, Lender will execute and deliver a Satisfaction of Mortgage or Release of Lien to be recorded in the appropriate county records.

Sincerely,

[Name of Authorized Signatory]

[Title]

[Lender Name]