

United States Department of Agriculture
Rural Development
[Servicing Office Address]
[City, State, Zip Code]

Date: [Current Date]

Borrower(s): [Borrower Name(s)]
Property Address: [Full Property Address]
Account Number: [USDA Loan Number]

Subject: Short Sale Payoff Approval

Dear [Borrower Name],

The United States Department of Agriculture (USDA) Rural Development has reviewed your request for a short sale on the above-referenced property. Based on the documentation provided, including the sales contract dated [Contract Date], the USDA hereby approves the short sale of the property under the following terms and conditions:

- **Approved Gross Sales Price:** \$[Amount]
- **Minimum Net Proceeds to USDA:** \$[Amount]
- **Maximum Allowable Closing Costs:** \$[Amount]
- **Approved Real Estate Commission:** [Percentage]%

Closing Requirements:

1. The transaction must close on or before [Expiration Date]. If the sale does not close by this date, this approval is void unless a written extension is granted by the USDA.
2. The borrower(s) will receive no proceeds from this sale.
3. A certified copy of the final Settlement Statement (HUD-1 or Closing Disclosure) must be submitted to this office for final review prior to the disbursement of funds.
4. All net proceeds must be wired to the USDA immediately following the closing.

Deficiency Balance:

[Option A: Upon receipt of the approved net proceeds, the USDA will release the lien and waive any remaining deficiency balance.]

[Option B: The USDA reserves the right to pursue a deficiency judgment for the remaining balance of \$[Amount] unless otherwise negotiated.]

This approval is specific to the buyer [Buyer Name] and is non-transferable.

Sincerely,

[Signature]
[Name of Authorized Officer]

[Title]
USDA Rural Development