

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

**Date:** [Current Date]

**RE: SHORT SALE ALTERNATIVE PAYOFF APPROVAL**

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

Dear [Borrower Name],

[Lender/Servicer Name] has approved the request for a short sale on the above-referenced property. This letter serves as formal approval of the payoff amount for the release of our lien, subject to the following terms and conditions:

- **Agreed Net Payoff:** \$[Amount]
- **Closing Date:** The transaction must close on or before [Expiration Date].
- **Approved Sales Price:** \$[Contract Sales Price]
- **Maximum Closing Costs:** Total allowable closing costs, including commissions, shall not exceed \$[Amount].

**Conditions of Approval:**

1. The sale must be an "arm's length" transaction. The buyer and seller may not be related by blood, marriage, or business enterprise.
2. The Borrower will receive no proceeds from the sale of this property.
3. Upon receipt of the specified net payoff funds, [Lender Name] will release the mortgage lien on the property.
4. **Deficiency Status:** [Choose one: The lender waives all rights to pursue a deficiency judgment / The lender reserves the right to pursue a deficiency judgment for the remaining balance].

**Wiring Instructions:**

Funds must be wired to the following account:  
Bank Name: [Bank Name]  
Routing Number: [Routing Number]  
Account Number: [Account Number]  
Reference: [Loan Number / Borrower Last Name]

A final certified HUD-1 or Closing Disclosure must be provided to this office 48 hours prior to closing for final review.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Department Name]