

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

Date: [Date]

[Borrower Name(s)]
[Property Address]
[City, State, Zip Code]

RE: Short Sale Approval for Loan Number: [Loan Number]

Dear [Borrower Name(s)],

[Lender Name] has reviewed your request for a short sale regarding the property located at [Property Address]. We are pleased to inform you that the short sale has been approved subject to the following terms and conditions:

- 1. Purchase Price:** The gross sales price must be no less than \$[Amount].
- 2. Net Proceeds:** [Lender Name] must receive a minimum net payment of \$[Amount] at the time of closing.
- 3. Closing Date:** The sale must close on or before [Expiration Date]. If the sale does not close by this date, this approval will be void unless extended in writing.
- 4. Allowable Costs:** The following closing costs are approved to be paid from the sale proceeds:
 - Real Estate Commissions: \$[Amount]
 - Taxes and Escrow: \$[Amount]
 - Title and Attorney Fees: \$[Amount]
 - Other: \$[Amount]
- 5. Deficiency Waiver:** [Choose one: [Lender Name] agrees to waive the remaining balance and will not pursue a deficiency judgment / [Lender Name] reserves the right to pursue a deficiency judgment for the remaining balance of the loan].
- 6. Arm's Length Transaction:** The buyer and seller must not be related by blood, marriage, or business enterprise. This must be a legitimate arm's length transaction.
- 7. Tax Consequences:** The borrower may be subject to federal and state taxes on any forgiven debt. Please consult with a tax professional.

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

Sincerely,

[Authorized Representative Name]
[Title]
[Lender Name]

Acknowledgment:

[Borrower Signature] [Date]