

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

RE: Short Sale Satisfaction and Lien Release

Borrower(s): [Borrower Names]
Loan Number: [Loan Number]
Property Address: [Full Property Address]

Dear [Borrower Name],

This letter serves as formal acknowledgment that [Lender Name] has accepted a short sale payment in the amount of \$[Settlement Amount] as full and final settlement of the above-referenced loan.

By receipt of these funds, [Lender Name] confirms the following:

- The mortgage/deed of trust held by [Lender Name] against the property located at [Property Address] has been satisfied.
- [Lender Name] will release its lien on the property and file the necessary Satisfaction of Mortgage or Reconveyance documents with the [County Name] Recorder's Office within [Number] days.
- [Lender Name] waives any and all rights to pursue a deficiency judgment against the Borrower(s) for the remaining unpaid balance of the original loan.
- The loan account will be reported to the credit reporting agencies as "Settled for less than full balance" or "Paid in full for less than full balance," with a zero balance remaining.

Please retain this letter for your records as evidence that the debt has been satisfied and the lien released.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Lender Name]