

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: Loss Mitigation Evaluation - Short Sale Approval**

Dear [Borrower Name],

We have completed our evaluation of your request for loss mitigation assistance regarding the mortgage loan for the property listed above. Based on a review of your financial documentation and the current market value of the property, we have approved your request to pursue a Short Sale.

**Terms of Approval:**

- **Listing Price:** The property must be listed for a minimum of \$[Amount].
- **Approval Expiration:** This evaluation is valid until [Date].
- **Closing Date:** The sale must close on or before [Date].
- **Net Proceeds:** [Lender Name] must receive a minimum net payout of \$[Amount].

**Conditions:**

1. The sale must be an "arm's length" transaction. You cannot sell the property to a relative or business associate.
2. You will not receive any proceeds from the sale of the property.
3. Upon successful closing, [Lender Name] will [waive/pursue] the remaining deficiency balance.

**Next Steps:**

Please submit a signed Purchase Agreement and a preliminary Closing Disclosure (HUD-1) for our final review once an offer is received. All offers are subject to final written approval by the investor of your loan.

If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Representative Name]  
[Department Name]  
[Lender Name]