

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

**Date:** [Current Date]

**RE: CONDITIONAL SHORT SALE APPROVAL**

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

Dear [Borrower Name/Agent Name],

[Lender Name] has reviewed your request for a short sale regarding the property listed above. We are pleased to inform you that we have granted a conditional approval for the sale based on the following terms and conditions:

- **Minimum Net Proceeds:** The lender must receive a minimum net payment of \$[Amount].
- **Gross Sales Price:** The property must be sold for no less than \$[Amount].
- **Closing Date:** The transaction must close on or before [Expiration Date].
- **Approved Commissions:** Real estate commissions are limited to [Percentage]% of the gross sales price.
- **Closing Costs:** Seller-paid closing costs and credits to the buyer are limited to \$[Amount].
- **Arm's Length Transaction:** The sale must be an "Arm's Length" transaction. The buyer and seller cannot be related by blood, marriage, or business enterprise.
- **No Seller Proceeds:** The seller(s) shall not receive any proceeds from the sale of this property.

**Deficiency Judgment Status:**

[Option A: Upon receipt of the agreed-upon funds, the lender waives the right to pursue a deficiency judgment.]

[Option B: The lender reserves the right to pursue a deficiency judgment for the remaining balance of the loan.]

**Documentation Requirements:**

A final Settlement Statement (HUD-1/Closing Disclosure) must be submitted to [Lender Name] for final review and approval at least 48 hours prior to the scheduled closing. No changes may be made to the approved terms without prior written consent from the lender.

This approval is subject to the accurate representation of all financial information provided. If the transaction does not close by [Expiration Date], this approval will be considered null and void.

Sincerely,

[Authorized Signature]

[Printed Name/Title]

[Lender Department]