

Date: [Insert Date]

To: [Borrower Name(s)]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Subject: Short Sale Document Acknowledgment

Dear [Borrower Name(s)],

This letter serves as formal acknowledgment that we have received the documentation submitted on [Insert Date Received] regarding your request for a short sale on the property referenced above.

We have received the following items:

- [Item 1: e.g., Signed Purchase Agreement]
- [Item 2: e.g., Financial Statement/Hardship Letter]
- [Item 3: e.g., Tax Returns and Pay Stubs]
- [Item 4: e.g., Preliminary HUD-1/Settlement Statement]

Our team is currently reviewing the documents for completeness and accuracy. Please note that this acknowledgment does not constitute an approval of the short sale. The review process typically takes [Insert Number] business days.

If additional information or updated documentation is required, we will contact you or your authorized representative immediately. Failure to provide requested documents in a timely manner may result in the closure of your short sale file.

If you have any questions regarding the status of your application, please contact our Loss Mitigation Department at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]