

[Date]

[Seller Name(s)]

[Property Address]

[City, State, Zip Code]

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

Dear [Seller Name/Borrower Name],

This letter serves as formal notification that [Lender/Service Name] has approved your request for an extension regarding the short sale of the property located at [Property Address].

The original expiration date of the short sale approval was [Original Expiration Date]. The new extended expiration date is now **[New Expiration Date]**.

All other terms and conditions outlined in the original Short Sale Approval Letter dated [Date of Original Approval] remain in full force and effect. This includes, but is not limited to:

- The approved Net Proceeds amount of \$[Amount].
- The requirement that the sale must be an "arm's length" transaction.
- The prohibition of any secondary liens or unauthorized payouts.

Failure to close the transaction and provide all required documents by the new expiration date of [New Expiration Date] may result in the cancellation of the short sale approval and the resumption of foreclosure proceedings.

If you have any questions regarding this extension, please contact our Short Sale Department at [Phone Number].

Sincerely,

[Authorized Representative Name]

[Title]

[Lender/Service Name]