

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Short Sale Approval and Waiver of Deficiency

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

To Whom It May Concern,

This letter serves as formal notification and confirmation regarding the short sale agreement for the above-referenced property. As per the terms agreed upon on [Date of Agreement], the sale of the property was successfully closed on [Closing Date].

Pursuant to the Short Sale Approval Letter issued by [Lender Name], it is expressly understood that the lender accepts the net proceeds of \$[Net Amount Received] as full and final satisfaction of the total debt owed on the mortgage.

By accepting these funds, [Lender Name] hereby agrees to:

- Waive any and all rights to pursue a deficiency judgment against the borrower(s) for the difference between the total loan balance and the net sale proceeds.
- Release the borrower(s) from all future personal liability regarding this debt.
- Mark the account as "Settled for less than the full balance" or "Paid in full" for credit reporting purposes.

Please ensure that all internal records are updated to reflect this deficiency waiver and that any pending collection actions or legal proceedings related to this debt are formally dismissed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]