

Date: [Insert Date]

To: [Property Owner Name(s)]

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

RE: NOTICE OF SHORT SALE AGREEMENT EXPIRATION

Dear [Property Owner Name],

This letter serves as formal notification that the Short Sale Approval/Agreement dated [Insert Approval Date] for the property listed above is scheduled to expire on **[Insert Expiration Date]**.

According to our records, the closing of the sale has not yet occurred. Please be advised of the following:

- **Deadline:** All closing documents and funds must be received by the lender no later than [Insert Time] on the expiration date.
- **Extension Requests:** If you require an extension, a written request along with an updated HUD-1 Settlement Statement and proof of buyer commitment must be submitted by [Insert Date for Extension Request]. Extensions are not guaranteed.
- **Terms:** If the transaction does not close by the expiration date and no extension is granted, the short sale approval will become null and void. The account may then be subject to further collection activity or foreclosure proceedings.

Please coordinate with your real estate agent and the closing attorney/title company immediately to ensure all requirements are met before the deadline.

If you have any questions regarding this notice, please contact our Loss Mitigation Department at [Insert Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]