

Date: [Current Date]

To: [Lender/Service Name]  
Attn: Short Sale Department / Loss Mitigation  
Address: [Lender Address]  
Loan Number: [Your Loan Number]

Subject: Intent to Proceed with Short Sale for [Property Address]

Dear [Lender Name or Representative],

I am writing to formally confirm my intent to proceed with a short sale for the property located at [Property Address]. Due to financial hardship, I am no longer able to maintain the mortgage payments and believe that a short sale is the best resolution for all parties involved.

By signing this letter, I authorize [Name of Real Estate Agent/Broker] and [Name of Title Company/Attorney, if applicable] to communicate with you regarding the sale of this property and to provide any necessary documentation required for the short sale review process.

I understand that the short sale is subject to your final approval and that I must provide a complete loss mitigation package, including financial statements, tax returns, and proof of income, for consideration.

Please let me know the next steps or if any additional forms are required to move forward with the evaluation.

Sincerely,

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[Borrower Name]  
[Phone Number]  
[Email Address]

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[Co-Borrower Name, if applicable]  
[Date signed]