

[Your Name]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]  
[Your Website]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Subject: Welcome - Your Certified Short Sale Representation

Dear [Client Name],

Thank you for choosing me to represent you in the sale of your property at [Property Address]. I understand that facing a potential foreclosure can be an incredibly stressful experience, and I am here to help you navigate the short sale process with confidence.

As a Certified Short Sale Specialist, I have undergone specific training to handle the complexities of distressed property transactions. My primary goal is to work with your lender to reach an agreement that allows you to sell your home for less than the remaining mortgage balance, helping you avoid the long-term credit impact of a foreclosure.

**What to Expect Next:**

- **Document Collection:** I will provide you with a checklist of financial documents required by your lender (The "Short Sale Package").
- **Property Listing:** We will market your home to secure a qualified buyer quickly.
- **Lender Negotiation:** Once we have an offer, I will submit the package to your bank and negotiate on your behalf.
- **Communication:** I will provide you with regular updates throughout every stage of the approval process.

I have attached a "Getting Started" guide and the initial disclosure forms for your review. Please sign and return these at your earliest convenience so we can begin our work immediately.

I am honored to assist you during this transition. If you have any questions or concerns, please do not hesitate to call me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
Certified Short Sale Specialist