

**[Bank Name]**  
[Bank Address]  
[City, State, Zip Code]  
[Phone Number]

**Date:** [Date]

**RE: Short Sale Approval Letter**

**Borrower(s):** [Borrower Names]  
**Property Address:** [Full Property Address]  
**Loan Number:** [Loan Number]

Dear [Borrower/Agent Name],

[Bank Name] ("Lien Holder") has reviewed and approved the short sale of the property referenced above subject to the following terms and conditions:

- **Purchase Price:** The total purchase price must be at least \$[Amount].
- **Net Proceeds:** [Bank Name] must receive a minimum net payment of \$[Amount].
- **Closing Date:** This approval is valid until [Expiration Date]. Closing must occur on or before this date.
- **Commission:** Real estate commissions are approved at [Percentage]% to be split between agents.
- **Seller Contribution:** The seller is required to contribute \$[Amount] at closing (if applicable).
- **Deficiency Waiver:** [Bank Name] (will / will not) waive its right to pursue a deficiency judgment for the remaining balance.

**Requirements for Closing:**

1. A final certified Settlement Statement (HUD-1 or Closing Disclosure) must be submitted for review 48 hours prior to closing.
2. No funds may be paid to the borrower or any other subordinate lien holders unless specifically authorized in this letter.
3. The funds must be wired to [Bank Name] according to the attached wiring instructions immediately upon closing.

This approval is specific to the offer submitted by [Buyer Name]. Any change to the buyer, purchase price, or closing costs will render this approval void.

Sincerely,

[Authorized Representative Name]  
[Title]  
[Bank Name] Short Sale Department