

[Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

Re: Notice of Short Sale Approval and Closing Instructions

Property Address: [Full Property Address]

Dear [Buyer Name],

We are pleased to inform you that the lien holder, [Lender Name], has officially approved the short sale for the property located at [Property Address] at the purchase price of \$[Purchase Price].

Please be advised of the following closing requirements and deadlines:

- **Closing Deadline:** The transaction must close on or before [Expiration Date].
- **Escrow/Title Company:** [Company Name] located at [Company Address].
- **Final Settlement Statement:** A final HUD-1 or Closing Disclosure must be sent to the lender for final review 48 hours prior to closing.
- **Terms:** The property is being sold in "as-is" condition. No credits for repairs will be issued unless specifically noted in the lender approval letter.

Please coordinate with your lender and the closing agent to ensure all funds are wired and documents are signed by the deadline. Failure to close by the specified date may result in the lender rescinding their approval.

Should you have any questions, please contact [Real Estate Agent Name] at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Contact Information]