

Date: [Insert Date]

To: [Seller's Name]  
[Property Address]  
[City, State, Zip Code]

Re: Acceptance of Short Sale Approval

Dear [Seller's Name],

This letter serves as formal notification that I, [Buyer's Name], have received and reviewed the short sale approval letter issued by your lender, [Lender Name], dated [Date of Lender Letter].

I hereby accept the terms and conditions set forth in the lender's approval letter. I am prepared to move forward with the purchase of the property located at [Property Address] for the approved purchase price of \$[Purchase Price].

I confirm the following:

- The closing date will be scheduled on or before [Closing Deadline Date], as required by the lender.
- My financing is in place, and my lender has been notified of the approval.
- I am prepared to sign all necessary documents to finalize the transaction.

Please coordinate with the title company and escrow officer to ensure all closing requirements are met by the specified deadline.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]  
[Buyer Phone Number]  
[Buyer Email Address]