

Date: [Date]

To: [Lender/Service Name]
Short Sale Department
[Lender Address]
[City, State, Zip]

RE: Authorization to Close Short Sale
Loan Number: [Your Loan Number]
Property Address: [Full Property Address]

To Whom It May Concern,

I/We, [Seller Name(s)], am/are the owner(s) of the property located at [Property Address]. I/We hereby authorize [Title Company/Law Firm Name] and its representatives to facilitate the closing of the short sale for the aforementioned property.

I/We specifically authorize [Lender Name] to:

- Release any and all payoff statements and updated figures to the closing agent.
- Communicate directly with [Agent/Processor Name] regarding the status of the short sale approval and closing instructions.
- Accept the HUD-1/Closing Disclosure and net proceeds as outlined in the short sale approval letter dated [Date of Approval Letter].

This authorization shall remain in effect until the transaction is closed or until I/we revoke it in writing. Please provide all necessary closing instructions and wire information to the closing agent at [Closing Agent Email/Phone Number].

Thank you for your cooperation in this matter.

Sincerely,

[Seller Signature]
[Seller Printed Name]
[Last 4 digits of SSN]

[Co-Seller Signature, if applicable]
[Co-Seller Printed Name]
[Last 4 digits of SSN]