

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

**Date:** [Date]

**To:** [Seller Name(s)]  
**Property Address:** [Full Property Address]  
**Short Sale Case Number:** [Reference Number]

**RE: SHORT SALE TRANSACTION APPROVAL**

Dear [Seller Name],

This letter serves as formal notification that [Brokerage Name] has reviewed and approved the short sale transaction for the property located at [Property Address]. This approval is based on the terms and conditions outlined in the Purchase Agreement dated [Date] between [Seller Name] and [Buyer Name].

The approval is subject to the following conditions:

- **Purchase Price:** \$[Amount]
- **Net Proceeds to Lender:** Minimum of \$[Amount]
- **Closing Date:** No later than [Date]
- **Commission:** [Percentage]% to be split between listing and selling brokers.
- **Seller Contribution:** [Amount, or "None"]

Please note that this approval is contingent upon final written authorization from the underlying lien holder(s) (the "Lender"). All parties acknowledge that the Broker does not have the authority to waive any deficiency judgments or tax liabilities that may result from this sale; the Seller is advised to consult with legal and tax professionals regarding these matters.

This approval will expire on [Expiration Date] if the transaction has not closed by that time.

Sincerely,

[Signature]

[Broker Name]  
[Title]  
[Brokerage Name]

**Acknowledged and Accepted:**

---

[Seller Signature] / [Date]

---

[Seller Signature] / [Date]