

DATE: [Current Date]

LOAN NUMBER: [Loan Number]

PROPERTY ADDRESS: [Full Property Address]

SELLER(S): [Seller Name(s)]

BUYER(S): [Buyer Name(s)]

Dear [Name of Contact],

Subject to the terms and conditions set forth in this letter, [Lender/Service Name] ("Lender") and the Investor have approved the short sale of the above-referenced property.

Approval Terms:

- **Gross Sales Price:** \$[Amount]
- **Net Proceeds to Investor:** Not less than \$[Amount]
- **Closing Date:** Must occur on or before [Expiration Date]
- **Maximum Allowable Closing Costs:** \$[Amount]

Conditions of Approval:

1. The sale must be an "Arm's Length" transaction. The Buyer and Seller may not be related by blood, marriage, or business enterprise.
2. The Seller will receive no proceeds from the sale of the property.
3. All funds must be wired to the Lender according to the attached wiring instructions within 24 hours of closing.
4. A final certified HUD-1 or Closing Disclosure must be provided to the Lender for review prior to funding.
5. [Insert Deficiency Judgment Language: e.g., The Lender waives/reserves the right to pursue a deficiency judgment.]

This approval is valid only for the transaction involving the Buyer(s) listed above. Any change to the terms, dates, or parties involved will void this approval unless agreed to in writing by the Lender.

Sincerely,

[Name of Authorized Representative]

[Title]

[Lender/Service Name]