

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Short Sale Approval and Debt Satisfaction

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We are pleased to inform you that the short sale of the property located at [Property Address] has been successfully completed and closed as of [Closing Date].

This letter serves as official confirmation that [Lender Name] has accepted the proceeds from the sale as full and final settlement of your mortgage debt. Please take note of the following terms regarding your debt relief:

- **Deficiency Waiver:** The lender hereby waives its right to pursue a deficiency judgment against you for the remaining balance of the loan.
- **Account Status:** Your account has been closed and shows a zero balance.
- **Credit Reporting:** We will report the account to the credit bureaus as "Settled for less than full balance" or "Paid in short sale."

Please retain this letter for your permanent records, as you may need it for future financing or tax purposes. Note that the forgiven debt amount may be considered taxable income by the IRS; we recommend consulting with a tax professional regarding a 1099-C form.

Congratulations on the successful resolution of this matter.

Sincerely,

[Authorized Representative Name]

[Company Name]

[Phone Number]