

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Successful Short Sale Closing - [Property Address]

Dear [Client Name],

Congratulations! I am pleased to officially confirm that the short sale of your property located at [Property Address] has successfully closed.

I know that this process can be challenging, and I want to thank you for your patience and cooperation. Because of your timely communication and documentation, we were able to satisfy the lender's requirements and achieve a smooth transition to your next chapter.

**Key Highlights of the Closing:**

- The mortgage debt has been settled as agreed upon with [Lender Name].
- The deficiency balance has been [waived/settled per the approval letter].
- The title has been successfully transferred to the new owners.

Please ensure you keep copies of the final Settlement Statement (HUD-1 or Closing Disclosure) and the formal Approval Letter from your lender for your tax records. I recommend consulting with a tax professional regarding the "Cancellation of Debt" for your upcoming tax filings.

It has been a pleasure assisting you through this transition. If you have any remaining questions or if I can be of service to your friends or family in the future, please do not hesitate to reach out.

Wishing you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email Address]