

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Name]
[Lender Department - e.g., Short Sale/Loss Mitigation]
[Lender Address]
[City, State, Zip Code]

RE: Post-Closing Review Request

Borrower Name: [Borrower Name]
Loan Number: [Loan Number]
Property Address: [Property Address]
Closing Date: [Date of Sale]

To Whom It May Concern,

I am writing to formally request a post-closing review of the short sale transaction for the property mentioned above, which was finalized on [Date of Sale].

The purpose of this request is to ensure that all accounting is accurate and that the account reflects the agreed-upon terms of the short sale approval letter. Specifically, I am requesting confirmation of the following:

- Verification that the short sale has been recorded as "settled for less than the full balance."
- Confirmation that the deficiency balance has been waived (if applicable per the approval agreement).
- Issuance of a final satisfaction of mortgage or lien release document.
- A final breakdown of the distribution of funds from the closing settlement statement (HUD-1/Closing Disclosure).

Please find the attached copies of the signed Closing Disclosure and the original Short Sale Approval Letter for your reference.

Kindly provide a written confirmation once the review is complete and the account status has been updated in your system. If any further documentation is required, please contact me directly at [Your Phone Number].

Thank you for your time and assistance in finalizing this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Executed Closing Disclosure / HUD-1
2. Short Sale Approval Letter