

Date: [Date]

To: [Lender Name]

Loss Mitigation Department

Address: [Lender Address]

City, State, Zip: [City, State, Zip]

Re: Urgent Short Sale Assistance Request

Borrower Name: [Your Full Name]

Loan Number: [Your Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

I am writing this letter to formally request a short sale on the property mentioned above. Due to unexpected financial hardship, I am no longer able to maintain my mortgage payments and can no longer afford to keep the home.

My financial situation has changed significantly due to [Briefly state reason: e.g., job loss, medical emergency, divorce, or relocation]. As a result, the current market value of the home is less than the total amount I owe on the mortgage.

I am committed to cooperating with your department to facilitate a quick sale of the property to avoid foreclosure. I have attached the following documents for your review:

- Financial Statement/Budget
- Most recent pay stubs
- Last two years of tax returns
- Recent bank statements
- Hardship Statement
- Listing Agreement (if applicable)

Please let me know as soon as possible what the next steps are to begin the short sale evaluation process. I look forward to your prompt response regarding this urgent matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]