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

[Date]

[Lender Name]
[Loss Mitigation Department]
[Lender Address]
[City, State, Zip Code]

RE: Short Sale Proposal and Foreclosure Alternatives

Borrower Name: [Your Name]
Property Address: [Property Address]
Loan Number: [Your Loan Number]

To the Loss Mitigation Department,

I am writing to formally request a short sale on the above-referenced property. Due to unforeseen financial hardships, I am no longer able to maintain the monthly mortgage payments and have determined that I can no longer afford to keep the home.

My current financial situation is a result of [briefly mention reason, e.g., job loss, medical emergency, or divorce]. Despite my best efforts to resolve these issues, my income is insufficient to bring the loan current or sustain future payments.

I am proposing a short sale as a proactive alternative to foreclosure. This strategy is in the best interest of both parties as it:

- Reduces the legal and administrative costs associated with the foreclosure process.
- Allows the property to be sold at fair market value in a timely manner.
- Minimizes the negative impact on the local housing market.

I have listed the property with a licensed real estate agent, [Agent Name], at the price of $[Listing Price]. We are actively seeking a qualified buyer to submit a purchase offer for your review.

Enclosed with this letter, please find the required documentation for your evaluation:

- Financial Statement/Hardship Letter
- Most recent tax returns (2 years)
- Most recent pay stubs (30 days)
- Most recent bank statements (2 months)

- Listing Agreement

I am committed to cooperating fully throughout this process to reach a successful closing. Please let me know what additional steps are required to move forward with this short sale request.

Sincerely,

[Your Signature]

[Your Printed Name]