

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

[Date]

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

RE: Request for Expedited Short Sale Approval

Borrower Name: [Your Full Name]

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request an expedited review and approval of the short sale offer submitted for the property referenced above. I am currently facing significant financial hardship due to [mention brief reason, e.g., job loss, medical emergency, divorce] and am no longer able to maintain the mortgage payments.

An executed Purchase Agreement is attached for your review. The offer is for \$[Offer Amount], with a requested closing date of [Closing Date]. We request an expedited process for the following reasons:

- The buyer has a time-sensitive mortgage commitment that expires on [Date].
- A foreclosure sale date is currently scheduled for [Date, if applicable].
- The property is in immediate need of repairs that I cannot afford, risking further depreciation.

Attached to this letter is a complete short sale package, including:

- Signed Purchase Agreement
- Buyer's Proof of Funds / Pre-approval Letter
- Preliminary Settlement Statement (HUD-1)
- Financial Statement and Hardship Letter
- Last two years of Tax Returns and W-2s
- Last two months of Bank Statements and Pay Stubs

I am eager to resolve this matter to avoid foreclosure and mitigate losses for all parties involved. Please provide a decision or an update on the status of this file by [Date].

Thank you for your immediate attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]