Date: [Insert Date]

To: [Lender Name / Servicing Company Name]
Attention: [Loss Mitigation Department / Loan Officer Name]
Address: [Lender Address]

RE: Short Sale Approval Request
Borrower: [Entity or Individual Name]
Property Address: [Full Property Address]
Loan Number: [Insert Loan Number]

Dear [Contact Person Name or Loss Mitigation Department],

This letter serves as a formal request for your approval of a short sale regarding the above-referenced commercial property. Due to [briefly state reason, e.g., economic downturn, tenant vacancy, or financial hardship], the Borrower is no longer able to maintain the mortgage payments at the current terms.

We have secured a purchase offer for the property. Please find the following documents attached for your review and consideration:

- Executed Purchase and Sale Agreement
- Proof of Funds or Pre-Approval Letter from the Buyer
- Preliminary Closing Statement (HUD-1 or Settlement Statement)
- Financial Statements and Tax Returns of the Borrower
- Hardship Letter detailing the current financial situation
- Broker's Opinion of Value (BOV) or recent Appraisal
- Third-party Authorization Form

The proposed sale price is $[Insert Offer Price]. Given the current market conditions and the physical state of the property, we believe this offer represents the fair market value and will result in a higher recovery for the lender than a foreclosure proceeding.

We request a written response regarding the approval of this short sale by [Insert Date]. Please let us know if any additional documentation is required to process this request.

Thank you for your time and cooperation in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]
[Your Phone Number]
[Your Email Address]