

Date: [Insert Date]

To: [Lender/Service Name]

Department: Short Sale/Loss Mitigation Department

Fax/Email: [Insert Contact Information]

RE: Short Sale Approval Request

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

This letter serves as a formal request for a short sale approval regarding the above-referenced property. I/We, the borrower(s), am/are experiencing a financial hardship and am/are no longer able to maintain the mortgage payments.

I/We have authorized the following third party to act on my/our behalf regarding the negotiation and processing of this short sale:

Authorized Third Party: [Name of Individual and/or Company]

Relationship: [e.g., Real Estate Agent, Attorney]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Please find the following documents enclosed for your review:

- Signed Third-Party Authorization Form
- Executed Purchase Contract
- Preliminary Settlement Statement (HUD-1/CD)
- Buyer's Proof of Funds or Pre-Approval Letter
- Borrower Hardship Letter and Financial Package
- Listing Agreement

We request a timely review of this offer to avoid further delinquency or foreclosure proceedings. Please direct all correspondence and requests for additional documentation to the authorized third party listed above.

Thank you for your cooperation and assistance in this matter.

Sincerely,

[Borrower Signature]

[Printed Name]

[Co-Borrower Signature]
[Printed Name]