

Date: [Insert Date]

To: [Lender Name / Short Sale Department]

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Subject: Request for Comprehensive Short Sale Approval Package

Dear Short Sale Department / Loss Mitigation Representative,

I am writing to formally request a comprehensive short sale approval package for the property referenced above. Due to financial hardship, I am no longer able to maintain the mortgage payments and intend to sell the property via a short sale transaction.

Please provide the complete list of required documentation and specific forms necessary to initiate the review process. We anticipate including the following in our submission, but please confirm any additional lender-specific requirements:

- Completed Financial Worksheet / Uniform Borrower Assistance Form
- Hardship Letter (signed and dated)
- Last two years of Federal Tax Returns (signed)
- Last two months of Bank Statements (all pages)
- Last thirty days of Pay Stubs (or Profit/Loss statement if self-employed)
- Executed Purchase Agreement
- Preliminary Settlement Statement (HUD-1 or Closing Disclosure)
- Listing Agreement
- Buyer's Proof of Funds or Pre-approval Letter
- Third-Party Authorization Form

Please send the application package and instructions to:

Name: [Insert Your Name or Agent Name]

Email: [Insert Email Address]

Fax: [Insert Fax Number]

Thank you for your prompt attention to this request. We look forward to working with you to reach a successful resolution.

Sincerely,

[Borrower Signature]

[Printed Name]

[Phone Number]

[Co-Borrower Signature]

[Printed Name]

[Phone Number]