

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

[Date]

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

RE: Request for Waiver of Deficiency Judgment

Property Address: [Commercial Property Address]
Loan Account Number: [Your Loan Number]

Dear [Contact Person Name or Loan Officer],

I am writing to formally request a full and complete waiver of any deficiency judgment regarding the commercial property located at the address referenced above. As you are aware, the property is currently involved in [foreclosure proceedings / a pending short sale / a deed-in-lieu of foreclosure agreement].

Due to [briefly state reason, e.g., severe market downturn, business insolvency, or financial hardship], the current market value of the property is insufficient to cover the outstanding balance of the loan. I am prepared to cooperate fully with the [foreclosure/sale/transfer] process to ensure an efficient resolution for both parties.

In exchange for my continued cooperation and the voluntary [surrender/sale] of the asset, I am requesting that [Lender Name] agree to:

- Accept the proceeds of the [sale/foreclosure] as full and final satisfaction of the debt.
- Waive all rights to pursue a deficiency judgment against me and any guarantors.
- Release all personal and corporate guarantees associated with this loan.

Please find attached [list documents, e.g., financial statements, recent appraisals, or hardship letter] for your review. I believe this proposal represents the most cost-effective outcome for the bank by avoiding protracted litigation and additional legal expenses.

I look forward to receiving a written confirmation of this waiver. Please contact me at your earliest convenience to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]