

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Attn: Short Sale Department / Loss Mitigation

**RE: Short Sale Package Submission**

**Borrower Name:** [Borrower Full Name]

**Property Address:** [Full Property Address]

**Loan Number:** [Loan Number]

To Whom It May Concern,

Please find the enclosed short sale package for the above-referenced property. The homeowner is currently experiencing a financial hardship and is requesting approval for a short sale to avoid foreclosure.

The following documents are included in this submission:

- Executed Purchase Agreement / Sales Contract
- Estimated HUD-1 or Preliminary Settlement Statement
- Buyer's Proof of Funds or Pre-Approval Letter
- Borrower's Hardship Letter (Signed)
- Third-Party Authorization Form
- Financial Statement (Form 710 or Lender specific form)
- Last 2 Years of Tax Returns (Signed)
- Last 2 Months of Bank Statements (All accounts)
- Last 30 Days of Pay Stubs (or Profit and Loss Statement)
- Listing Agreement

Please review these documents and initiate the valuation/BPO process at your earliest convenience. We look forward to receiving a short sale approval letter.

If you require any additional information or have questions, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]