

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

[Date]

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

**RE: Short Sale Approval Acceptance**

Property Address: [Full Property Address]

Loan Number: [Your Loan Number]

To [Name of Contact Person or Department],

I am writing to formally accept the terms and conditions outlined in the Short Sale Approval Letter dated [Date of Approval Letter] regarding the property located at [Full Property Address].

I have reviewed the terms, including the approved net payout to [Lender Name] in the amount of \$[Approved Amount] and the scheduled closing date of [Closing Date]. I understand and agree to comply with all requirements set forth in the approval document to ensure a successful closing.

Please find the signed copy of the approval letter attached to this correspondence. We are proceeding with the title company and all involved parties to meet the specified deadline.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]