

Date: [Insert Date]

To: [Lender Name]

Attn: Short Sale Department / Loss Mitigation

Fax/Email: [Insert Fax Number or Email Address]

RE: SHORT SALE STATUS UPDATE

Property Address: [Insert Property Address]

Borrower Name: [Insert Borrower Name]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

I am writing to request a formal status update regarding the short sale package submitted for the above-referenced property on [Insert Date of Submission].

Please confirm the following:

- Has the complete package been received and uploaded into your system?
- Has a dedicated negotiator or processor been assigned to this file? If so, please provide their contact information.
- Are there any missing documents or additional items required to move the file to the valuation stage?
- What is the current estimated timeline for the interior/exterior valuation (BPO or Appraisal)?

Attached is the signed Authorization to Release Information form for your records. We are committed to a quick closing and are ready to provide any additional information immediately upon request.

I look forward to hearing from you regarding the next steps in the review process.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]