

Date: [Insert Date]

To: [Lender Name / Loss Mitigation Department]

Fax/Email: [Insert Contact Info]

Reference: Short Sale Status Update

**RE: Missing Document Submission and Status Request**

Borrower Name: [Insert Name]

Property Address: [Insert Full Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

This letter is regarding the short sale application currently under review for the property mentioned above. We are writing to formally submit the missing documentation requested by your department on [Insert Date Requested].

Attached to this correspondence, please find the following documents:

- [Document Name 1, e.g., Most recent Bank Statement]
- [Document Name 2, e.g., Signed Hardship Letter]
- [Document Name 3, e.g., Updated Paystub]

With the submission of these items, we believe the file is now complete. Please confirm receipt of these documents and provide an updated status on the following:

1. Has the file been assigned to a specific negotiator?
2. Has the interior/exterior valuation (BPO/Appraisal) been ordered or completed?
3. What is the estimated timeframe for a final decision?

We look forward to moving this transaction toward a successful closing. If any additional information is required, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Role: Borrower / Realtor / Attorney]