

Date: [Insert Date]

To: [Lender Name / Loss Mitigation Department]

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

RE: SHORT SALE STATUS UPDATE / NEGOTIATOR ASSIGNMENT

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

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

According to our records, a complete short sale package was delivered and received by your office. We are requesting the following information:

- Has a file manager or negotiator been assigned to this case?
- If yes, please provide the negotiator's name, direct phone number, and email address.
- If no, what is the estimated timeframe for assignment?
- Are there any additional documents required to move the file to the next stage of review?

We have a ready and willing buyer and are eager to move forward with the valuation/appraisal process. Please provide an update at your earliest convenience.

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]