

Date: [Insert Date]

To: [Lender/Service Name]

Attention: [Loss Mitigation Dept / Negotiator Name]

Fax/Email: [Insert Contact Info]

RE: Short Sale Status Update and BPO Request

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Seller Name: [Insert Seller Name]

To Whom It May Concern,

I am writing to provide a status update and request a progress report regarding the short sale application for the above-referenced property.

The property is currently listed on the MLS (Listing # [Insert MLS Number]) at the price of \$[Insert Price]. We currently have [an active offer / no offers] at this time. [Optional: Attach recent feedback from showings].

Regarding the valuation process, please see the status below:

- **BPO/Appraisal Status:** [Select: Pending / Ordered on Date / Completed on Date]
- **Valuation Results:** [Select: Awaiting results / Challenging value due to attached comps]

Please confirm if any additional documentation is required to move this file to the next stage of approval. We request that you provide an estimated timeline for the issuance of the Short Sale Approval Letter.

Thank you for your time and cooperation. I look forward to hearing from you shortly.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]