

Date: [Insert Date]

To: [Bank/Lender Name]

Attn: Short Sale Department / Loss Mitigation

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

RE: Short Sale Status Update and Property Appraisal Notification

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

I am writing to provide an update regarding the short sale process for the above-referenced property and to request a status update on the bank's review of the current valuation.

Please note the following regarding the property appraisal:

- **Appraisal/BPO Completed On:** [Insert Date]
- **Access Provided By:** [Insert Name of Agent/Contact]
- **Current Market Value Findings:** [Insert Brief Comment, e.g., Property requires repairs totaling \$X or Recent comps support the offer price]

We have submitted all requested financial documents and the purchase agreement dated [Insert Date]. Based on the recent appraisal/BPO, we believe the pending offer of \$[Insert Offer Amount] represents the current fair market value of the property in its "as-is" condition.

Please confirm that you have received the appraisal report and advise on the following:

1. Has the valuation been approved by the investor?
2. Are there any additional documents required to issue the Short Sale Approval Letter?
3. What is the estimated timeline for the final decision?

Thank you for your time and cooperation in helping us move toward a successful closing. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]