

Date: [Insert Date]

To: [Mortgage Insurance Company Name]

Attn: Short Sale Department / Loss Mitigation

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Status Update Request - Mortgage Insurance Claim/Review

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

MI Policy Number: [Insert MI Policy Number (if known)]

Lender/Service: [Insert Lender Name]

To Whom It May Concern,

I am writing to formally request a status update regarding the pending short sale application for the above-referenced property. As the [Lender/Service/Authorized Agent], we have completed our internal review and have forwarded the file to your department for Mortgage Insurance (MI) approval.

Please provide an update on the following items:

- The current status of the MI review.
- Confirmation that all required documentation has been received.
- The name and direct contact information of the assigned adjuster or specialist.
- The estimated timeframe for a final decision/approval letter.

The current offer on the property has an expiration date of [Insert Date]. We are eager to move forward with this transaction to mitigate further losses. If any additional documentation or information is required from our side, please notify us immediately.

You may provide the update by replying to this email at [Insert Email Address] or by calling [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]