

Date: [Insert Date]

To: [Lender/Bank Name]

Department: Short Sale Department / Loss Mitigation

Via: [Email/Fax Number]

RE: Short Sale Status Update - Counteroffer Under Review

Borrower Name: [Insert Borrower Name]

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

To Whom It May Concern,

This letter is to provide a formal update regarding the short sale application for the above-referenced property. We have received the bank's counteroffer dated [Insert Date of Counteroffer] in the amount of \$[Insert Counteroffer Amount].

Please be advised that the counteroffer is currently being reviewed by the buyer and all involved parties. We are working diligently to determine the feasibility of these terms and to gather any necessary supporting documentation required to proceed.

We anticipate providing a formal response-either an acceptance, a rebuttal with supporting market data, or a request for further negotiation-by [Insert Expected Response Date].

We request that the file remain active and that no foreclosure actions proceed while this offer is under active consideration. Should you require any additional information in the interim, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address].

Thank you for your continued cooperation and patience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role, e.g., Listing Agent/Authorized Representative]

[Your Company Name]