

Date: [Insert Date]

To: [Listing Agent Name / Seller's Attorney]

From: [Buyer's Agent Name]

Subject: Status Update Request - Short Sale Addendum for [Property Address]

Dear [Name],

I am writing on behalf of the Buyer, [Buyer Name], regarding the pending purchase of the property located at [Property Address].

Pursuant to the Short Sale Addendum dated [Date of Contract], we are formally requesting a written status update regarding the Seller's lender's review process. Specifically, please provide information on the following:

- Has the complete short sale package been submitted to the bank?
- Has a dedicated negotiator or specialist been assigned to the file?
- Has the BPO (Broker Price Opinion) or appraisal been completed?
- What is the estimated timeframe for a final approval or counter-offer?

As per the terms of our agreement, the Buyer's contingency period is dependent upon these updates. Please provide a response by [Insert Date/Time] to ensure all parties remain informed and committed to the closing timeline.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email]