

Date: [Insert Date]

To: [Manager Name/Department Name]
[Bank/Lender Name]
[Escalation/Executive Review Department]
[Bank Address]

RE: MANAGEMENT ESCALATION - SHORT SALE STATUS UPDATE

Borrower Name: [Insert Name]
Property Address: [Insert Address]
Loan Number: [Insert Loan Number]
Short Sale Case Number: [Insert Case Number, if applicable]

Dear Management Team,

I am writing to formally escalate the short sale file for the above-referenced property. This file has been under review for [Number] days, and we have reached a point where management intervention is required to avoid foreclosure and ensure a timely closing.

Despite numerous follow-ups with the assigned processor, we have encountered the following issues:

- [Issue 1: e.g., Lack of response to submitted documents]
- [Issue 2: e.g., Conflicting information regarding BPO/Appraisal values]
- [Issue 3: e.g., Approaching foreclosure sale date of [Date]]

The buyer for this property is currently committed, but the purchase contract is set to expire on [Date]. We have provided all requested documentation, including the hardship letter, financial statements, and the executed purchase agreement.

Please provide an immediate status update regarding the following:

1. The current stage of the review process.
2. Any outstanding items required to issue a Short Sale Approval Letter.
3. Confirmation that the foreclosure sale has been postponed pending this review.

Time is of the essence. I look forward to your prompt response within 24-48 hours.

Sincerely,

[Your Name]
[Your Title/Relationship to Borrower]
[Your Phone Number]
[Your Email Address]