

Date: [Insert Date]

To: [Buyer Name / Buyer's Agent Name]

From: [Seller Name / Listing Agent Name]

Property Address: [Insert Full Property Address]

Lender Loan Number: [Insert Loan Number]

Subject: Notice of Final Short Sale Approval

Dear [Recipient Name],

We are pleased to inform you that we have received the formal Final Approval Letter from [Lender Name] regarding the short sale of the property located at [Property Address].

The bank has agreed to the terms of the purchase agreement dated [Insert Contract Date] with a final sales price of \$[Insert Sale Price].

Key Terms of Approval:

- **Closing Date:** The transaction must close on or before [Insert Expiration Date].
- **Net Proceeds:** The lender requires minimum net proceeds of \$[Insert Amount].
- **Approved Commissions:** [Insert Percentage/Amount] for listing and selling brokers.
- **Seller Contribution:** [Insert Amount, if any, or "None"].

Next Steps:

1. Please ensure that the Title Company/Escrow Officer has received a copy of the signed approval letter.
2. All inspections and appraisal contingencies should be cleared immediately.
3. The buyer's financing must be finalized to meet the closing deadline specified above.

Please acknowledge receipt of this update. We look forward to a smooth closing.

Sincerely,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email]