

**Date:** [Insert Date]

**To:** [Insert Closing Agent/Title Company Name]

**Attention:** [Insert Contact Person]

**Address:** [Insert Address]

**Email/Fax:** [Insert Contact Information]

**RE: FINAL SETTLEMENT SHORT SALE CLOSING INSTRUCTIONS**

**Property Address:** [Insert Property Address]

**Seller(s):** [Insert Seller Names]

**Buyer(s):** [Insert Buyer Names]

**Lender Loan Number:** [Insert Loan Number]

**Escrow/File Number:** [Insert File Number]

To Whom It May Concern,

This letter serves as the final closing instructions regarding the short sale of the above-referenced property. These instructions are based on the Short Sale Approval Letter issued by [Insert Lender Name] dated [Insert Date of Approval Letter].

Please ensure all conditions listed below are met to facilitate the release of the mortgage lien:

- **Net Payoff Amount:** The total net proceeds to be wired to the lender must be exactly \$[Insert Amount] or as calculated per the per diem rate of \$[Insert Amount].
- **Closing Date:** The transaction must close and funds must be disbursed no later than [Insert Expiration Date].
- **Settlement Statement (HUD-1/CD):** The final Settlement Statement must strictly match the figures previously approved by the lender. No additional credits, fees, or adjustments may be made without prior written consent from the lender.
- **Seller Proceeds:** The Seller is to receive \$0.00 from the sale proceeds. Any excess funds must be credited to the lender's payoff.
- **Commissions:** Real estate commissions are approved at [Insert Percentage]% to be split as follows: [Insert Split Details].
- **Junior Liens:** Payment to junior lienholders is capped at \$[Insert Amount] as per the primary lender's approval.

**Wiring Instructions:**

Please wire the final net proceeds to the following account:

**Bank Name:** [Insert Bank Name]

**Account Name:** [Insert Account Name]

**Routing Number:** [Insert Routing Number]

**Account Number:** [Insert Account Number]

**Reference:** [Insert Loan Number / Seller Name]

Upon completion of the wire transfer, please provide a copy of the final signed Settlement Statement and the wire confirmation number to [Insert Email Address].

If there are any delays or changes to the closing terms, contact me immediately at [Insert Phone Number]. Failure to comply with these instructions may void the short sale approval.

Sincerely,

[Your Name/Signature]

[Your Title/Company]

[Your Phone Number]