

DATE: [Date]

TO: [Closing Attorney Name/Law Firm]

ADDRESS: [Attorney Address]

EMAIL: [Attorney Email]

RE: Short Sale Closing Instructions

Property Address: [Property Address]

Seller: [Seller Name]

Buyer: [Buyer Name]

Lien Holder: [Lender Name]

Short Sale Approval Date: [Approval Date]

Dear [Attorney Name],

Attached is the short sale approval letter from [Lender Name] regarding the above-referenced property. Please review the following instructions to ensure compliance with the lender's requirements:

- **Closing Deadline:** The closing must occur on or before [Expiration Date]. No extensions are permitted without written lender approval.
- **Net Proceeds:** The lender must receive a net payment of exactly \$[Amount] as specified in the approval letter.
- **Approved Deductions:** Only the following expenses are authorized:
 - Real Estate Commissions: [Percentage/Amount]
 - Seller Credits to Buyer: [Amount, if any]
 - Tax Prorations: [Amount]
 - Transfer Taxes/Recording Fees: [Amount]
- **Prohibited Payments:** No additional funds, "under-the-table" payments, or junior lien payoffs are permitted unless explicitly listed in the approval letter.
- **Seller Proceeds:** The Seller is to receive zero (\$0.00) proceeds from this sale.
- **Final HUD/Settlement Statement:** A final draft of the Settlement Statement must be sent to [Lender/Short Sale Negotiator] for final sign-off at least 48 hours prior to closing.

Upon completion of the closing, please provide the final executed Settlement Statement and the wire confirmation number to my office.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]