

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Full Deficiency Waiver and Short Sale Approval

Property Address: [Property Address]
Loan Account Number: [HELOC Account Number]

Dear [Contact Person or Department Name],

I am writing to formally request a short sale approval for the property referenced above. Due to financial hardship, I am unable to maintain the mortgage payments and the current market value of the property is less than the total balance owed on the senior lien and this Home Equity Line of Credit (HELOC).

As a condition of the short sale, I am requesting a **full waiver and release of the deficiency balance**. This means that upon the successful closing of the sale and the receipt of the agreed-upon settlement funds, [Lender Name] shall:

- Accept the proceeds as full and final satisfaction of the debt.
- Release the lien on the property.
- Waive all rights to pursue a personal judgment or any future collection efforts against me for the remaining balance (the deficiency).
- Report the account to the credit bureaus as "settled for less than the full balance" with a zero balance remaining.

Enclosed are the required financial documents, including my hardship letter, tax returns, pay stubs, and the purchase agreement for the property. I am eager to resolve this matter and avoid the foreclosure process.

Please provide a written approval letter explicitly stating that the deficiency is waived and that the debt is considered paid in full. I look forward to your positive response.

Sincerely,

[Your Signature]
[Your Printed Name]