

[Date]

[Title Company/Escrow Agent Name]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction for Short Sale Closing and Payoff Distribution

Property Address: [Full Property Address]

Seller(s): [Seller Names]

Lender: [Lender Name]

Short Sale Approval Date: [Date of Approval Letter]

To Whom It May Concern,

In accordance with the short sale approval letter issued by [Lender Name] dated [Date], you are hereby instructed to facilitate the closing of the above-referenced property and distribute funds according to the following instructions:

1. **Payoff Amount:** Distribute the sum of \$[Amount] to [Lender Name] as full and final payment for the release of the mortgage lien.
2. **Deadline:** All funds must be wired and received by the Lender no later than [Date/Time] to comply with the terms of the short sale agreement.
3. **Prohibited Disbursements:** Per the Lender's requirements, the Seller is to receive \$0.00 in proceeds from this sale. Any remaining funds must be applied to the payoff or as directed by the Lender.
4. **Commission Payments:** Real estate commissions are to be paid as follows: [Amount/Percentage] to [Listing Brokerage] and [Amount/Percentage] to [Selling Brokerage].
5. **Closing Costs:** Deduct approved closing costs, taxes, and escrow fees as detailed in the approved Settlement Statement/HUD-1.

Upon completion of the wire transfer, please provide a copy of the final executed Settlement Statement and the wire confirmation number to all parties involved.

Please contact [Name] at [Phone Number] immediately if there are any discrepancies or delays regarding these instructions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]