

Formal Short Sale Approval Letter

Subject: Approval of Short Sale Request

Dear [Recipient Name],

We are writing to formally notify you that your request for a short sale of the property located at [Property Address] has been approved. Our review of your financial situation and the circumstances surrounding your mortgage account has concluded that a short sale is a viable solution.

Please note that the approval is contingent upon the completion of all necessary documentation and compliance with the terms outlined in this communication. You will receive further instructions regarding the next steps in this process.

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Title/Organization]

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