

Your Company Name
Company Address
City, state, Zip
Phone: (555) 555-5555 Fax: (444) 444-4444

Date:

To: Institution Name
Attn: Loss Mitigation Rep. Name
Phone: (agency Phone)
Fax: (agency Fax)

RE: **Short Sale Request**
Acct.# xxxxxxxxx
Property Address 123 Main St;

Dear Mr. / Ms

Pursuant to the counter offer received from your institution on _____ (date of counter), we have found be reorganizing other acquisitions we could in fact bring the net funding to \$ _____ (net offer)

There however several repair issues that will need to be addressed.

(Insert repairs)

The cost to replace these items means this is our best and final offer. Please let me know how soon you could get this approved as our funding is available for 45 days on this property. We need to move quickly to secure this acquisition and remove this non performing asset from your institutions books.

We can close with our attorney by _____ (closing date). You will receive proceeds by close of business the next day. I have enclosed a new HUD reflecting the net for your approval.

Please let me know ASAP. I'll really need to push hard to get this one done.

Thank you,
(Your Name)
(Phone and Fax)