

Short Sale Offer Example

Dear (Get a specific contact-Important!)

I am writing this letter on behalf of Mrs. Williams, owner of record for the property located at 1234 Elm St, Orlando Florida, 32804 (loan# 1234556). Please see the attached letter of authorization, which enables me to work directly with you on the seller's behalf. Also attached is a signed contract for sale and purchase signed by Mrs. Williams (Owner of Record) and myself (Buyer).

We are making you a short sale offer in order to avoid the upcoming foreclosure sale. As you can see, I can close quickly, all cash, with no contingencies of any kind. I know you would like to avoid the huge costs and efforts that come with the foreclosure process, so please make a short sale decision as quickly as possible.

If you need any further clarification or information to help make your decision, please do not hesitate to call me at any of the numbers above. I have included my business card as well. I look forward to your response.

Thank you,

Joe Smith

Your Company, LLC