

**To:** XXXXX  
**Attn:** Loss Mitigation Department

**Reference:** Short Sale Purchase

**Loan:** XXXXX  
**Date:** XX  
**Pages:** XX

Dear Loss Mitigation Representative:

We are in negotiations for purchasing the following property:

XXXXXXXX  
XXXX, OR 97080

Whose owners are: XXXX

Loan Number(s): XXXX

We are interested in buying this property on a short sale basis. The owner is in financial distress and cannot possibly keep up with the payments or cure the loan with your lending institution.

Please open a file for this transaction, assign a bank representative and send us your checklist for short sales.

Together with this letter is a copy of the "Authorization to Release Information", signed by the homeowners.

Please contact us at: Your company  
Your name  
Phone: XXX  
Fax: XXX

We look forward to your reply.

Sincerely,

Your Name