

[Your Name]
[Your Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Lender's Name or Short Sale Department]
[Lender's Address]
[City, State ZIP Code]

RE: Short Sale Purchase Offer for [Property Address]

Loan Number: [Loan Number]

Dear Sir or Madam,

I am writing to formally submit a purchase offer for the property listed above. I am interested in purchasing this property as a short sale and have attached all necessary documentation required to proceed.

Offer Details:

- Offer Price: \$[Offer Amount]
- Earnest Money Deposit: \$[Deposit Amount]
- Financing: [Type of Financing, e.g., Conventional, Cash]
- Contingencies: [List any applicable contingencies]
- Proposed Closing Date: [Proposed Closing Date]

I believe this offer reflects the current market value of the property and represents a fair opportunity to expedite the sale process. I am prepared to proceed quickly pending your approval and any required inspections.

Please review this offer at your earliest convenience. I look forward to working with you on this transaction and am available to answer any questions you may have.

Thank you for your consideration.

Sincerely,

[Your Name]