

Sample Proposal Letter

TO: The Loss Mitigation Department of ABC Lenders
ATTN: Janice Johnson, Loss Mitigation Specialist
FROM: Alice Agent
RE: Short Sale Proposal for 123 Main Street, Anytown, USA

Dear Ms. Johnson,

We have a signed real estate purchase contract with your borrower Daniel and Sandy Smith, the owners of 123 Main Street, Anytown, USA. The Smiths have agreed to sell their property to Lee and Sandra Jones for a purchase price of \$375,000.

The current loan balance for loan #456781239 is \$450,000. The Smiths are five payments behind in the amount of \$9,000. Since their real estate taxes were not escrowed, the current taxes in the amount of \$8,000 are also due. Daniel has lost his job as a manager of a large home improvement company and Sandy is a stay-at-home mom with their four children.

Please review the enclosed information. Our market analysis of the property and overview of the market as well as the situation of the seller indicate that it is in the best interest of both you as the lender and the Smiths to accept this buyer's offer.

We look forward to doing business with you.

Sincerely,

Alice Agent