

My name is _____ and I am with Coldwell Banker
Vinson Chase, Realtor®. On _____ (Date), I wrote an offer on the
property you financed owned by _____.
The property is located at _____
and the loan number is _____.

When I write an offer on a property that must be sold short, I am always concerned about
two issues:

First, I am a Realtor and my commission is _____% of the sales price of the
property. As you are probably aware, the time and energy involved in a Short Sale is
substantial. My commission cannot be used to decrease the loss.

Second, I feel strongly that a Short Sale differs from a foreclosure. Your bottom line loss
on the property will be less than you would have had to sustain in a foreclosure.

Please drop me a note that will verify the arrival of this letter as soon as you can. I would
be happy to speak with anyone, but it is my practice to follow up all conversations with
letters of confirmation so that we do not get misdirected in those goals common to us all.

Realtor

Date

Lender

Date