

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

[Date]

[Seller's Name]
c/o [Listing Agent's Name]
[Real Estate Agency Name]
[Agency Address]

RE: Closing Cost Concession Request for [Property Address]

Dear [Seller's Name/Listing Agent],

I am writing to formally submit a request for a seller concession regarding the purchase of the property located at [Property Address].

After reviewing the [Inspection Report/Appraisal/Current Market Conditions], I would like to request that the seller contribute [Dollar Amount or Percentage, e.g., 3%] of the purchase price toward my closing costs, prepaid items, and loan origination fees.

This request is based on the following factors:

- [Reason 1: e.g., Necessary repairs identified during the home inspection]
- [Reason 2: e.g., Adjustment based on recent comparable sales in the area]
- [Reason 3: e.g., Offset of immediate maintenance costs]

I remain very interested in purchasing your home and believe this adjustment will allow us to move forward toward a successful and timely closing. All other terms of our previous agreement remain the same.

Please let me know if this proposal is acceptable by [Date/Time]. I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]