

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Appraisal Shortfall for [Property Address]

Dear [Seller's Name],

I am writing regarding the recent appraisal conducted for the property located at [Property Address].

As you are aware, our agreed-upon purchase price is \$[Purchase Price]. However, the independent appraisal report has returned a value of \$[Appraised Value], resulting in a shortfall of \$[Shortfall Amount].

Because my lender will only provide financing based on the appraised value, this discrepancy creates a significant gap in the funds required to close the transaction. I remain very interested in purchasing your home, but I am unable to cover the entire difference out of pocket.

I would like to propose the following adjustment to move forward with the sale:

- A reduction of the purchase price to the appraised value of \$[Appraised Value].
- OR, a compromised purchase price of \$[Proposed Price], with the seller covering \$[Amount] of the gap.

Please let me know your thoughts on this proposal by [Date/Time]. I am hopeful we can reach an agreement that allows us to proceed to a successful closing.

Sincerely,

[Your Signature]
[Your Printed Name]