

Date: [Insert Date]

To: [Insert Lender Name]

Re: Seller Concession for VA Funding Fee

Property Address: [Insert Full Property Address]

Buyer(s): [Insert Buyer Names]

Seller(s): [Insert Seller Names]

To Whom It May Concern,

This letter serves as a formal agreement and amendment to the sales contract dated [Insert Original Contract Date] regarding the purchase of the property listed above.

As part of the negotiations, the Seller(s) agree to pay the VA Funding Fee on behalf of the Buyer(s). This payment shall be treated as a seller concession and will be paid directly at the time of closing.

The total amount to be paid by the Seller for the VA Funding Fee is \$[Insert Amount] or [Insert Percentage]% of the loan amount.

The Seller(s) understand that this contribution is within the 4% limit for seller concessions as established by VA guidelines. This concession is in addition to any agreement by the Seller to pay standard closing costs or prepaid items.

Sincerely,

---

[Seller Signature]

---

[Seller Signature]

Acknowledged by:

---

[Buyer Signature]

---

[Buyer Signature]