

Date: [Insert Date]

To: [Seller's Name]

From: [Buyer's Name]

Property Address: [Insert Full Property Address]

Subject: Request for Seller Concessions regarding FHA Financing

Dear [Seller's Name],

I am writing this letter to formally request a seller concession toward my closing costs for the purchase of the property located at [Insert Property Address].

I am currently approved for an FHA-insured mortgage. As part of this transaction, I am requesting that the seller contribute [Insert Dollar Amount or Percentage, e.g., 3%] of the purchase price toward my non-recurring closing costs, pre-paid items, and financing fees.

I understand that under FHA guidelines, a seller is permitted to contribute up to 6% of the sales price toward the buyer's closing costs. This concession will assist me in finalizing the financing requirements while ensuring the transaction remains on schedule for our proposed closing date of [Insert Closing Date].

Please let me know if you are in agreement with this request so that we may update the purchase agreement accordingly.

Thank you for your time and consideration.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

[Buyer Phone Number]