

Date: [Insert Date]

To: [Buyer Name]

From: [Seller Name]

Property Address: [Insert Property Address]

Dear [Buyer Name],

Thank you for your offer to purchase the property located at the address above. While we find the majority of your terms acceptable, we would like to submit a counteroffer regarding the closing date.

We are prepared to accept your offer of \$[Insert Purchase Price], provided that the closing date is changed to [Insert New Closing Date].

The original proposed date of [Insert Original Date] does not allow sufficient time for [Insert Reason, e.g., relocation/finalizing paperwork]. Moving the closing to the new date will ensure a smooth transition for both parties.

All other terms and conditions outlined in your original offer dated [Insert Date of Original Offer] shall remain the same.

Please let us know if this change is acceptable by [Insert Expiration Time/Date for Counteroffer]. We look forward to proceeding with the sale.

Sincerely,

[Seller Signature]

[Seller Printed Name]