

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

[Buyer Name]
[Buyer Address]
[City, State, Zip Code]

RE: Counteroffer for the property located at: [Property Address]

Dear [Buyer Name],

Thank you for your interest in my property and for submitting your purchase offer dated [Date of Offer].

After reviewing the terms of your proposal, I am interested in moving forward with the sale; however, I am unable to accept the offer as currently written regarding the requested concessions. Specifically, I am rejecting the following requests:

- [List specific concession 1, e.g., Closing cost credits]
- [List specific concession 2, e.g., Repair credits or specific repairs]
- [List specific concession 3, e.g., Personal property inclusions]

I am countering with the following terms:

Purchase Price: \$[Insert Amount]

Concessions: The property is to be sold without the aforementioned seller concessions. All other terms shall remain as per your original offer.

This counteroffer is valid until [Time] on [Date]. Please let me know if these terms are acceptable so that we may proceed with the transaction.

Sincerely,

[Seller Signature]
[Seller Printed Name]