

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

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

RE: Counteroffer for Property located at [Property Address]

Dear [Buyer Name],

Thank you for your recent offer to purchase the property mentioned above. While I appreciate your interest, I am unable to accept your initial offer as written.

I am, however, prepared to move forward if we can reach an agreement on more flexible terms that better align with my current requirements. Please see my counteroffer below:

- **Purchase Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Seller Financing/Terms:** [Specify Down Payment, Interest Rate, and Term Length if applicable]
- **Closing Date:** [Preferred Date or "Flexible"]
- **Contingencies:** [Specify any changes to inspection or financing periods]
- **Other Terms:** [Specify any items included/excluded or repair limits]

I am open to discussing these terms further to find a mutually beneficial arrangement. This counteroffer remains valid until [Expiration Date and Time].

I look forward to hearing from you or your representative.

Sincerely,

[Your Signature]

[Your Printed Name]