

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

[Date]

[Seller's Name or Agent's Name]
[Seller's Address/Company Name]
[City, State, Zip Code]

RE: Extension Request for Counteroffer on Property: [Property Address]

Dear [Seller's Name],

Thank you for providing the counteroffer dated [Date of Counteroffer] regarding my offer to purchase the property located at [Property Address].

I am writing to formally request an extension of the deadline to respond to your counteroffer. Currently, the offer is set to expire on [Current Expiration Date and Time]. I would like to request that this deadline be extended until [Requested New Expiration Date and Time].

I am very interested in this property; however, I require this additional time to [reason for extension, e.g., consult with my financial advisor / finalize details with my lender / complete a specific inspection].

Please let me know if this extension is acceptable by signing below or providing a written confirmation. I appreciate your patience and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

Seller Acceptance of Extension:

I/We agree to extend the counteroffer deadline to the date and time requested above.

Signature: _____ Date: _____