

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

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

RE: Purchase Offer for [Property Address]

Dear [Seller Name],

We are excited about the opportunity to purchase your home at [Property Address]. After reviewing our financial requirements and the current market conditions, we would like to formally request a seller concession toward our closing costs.

We are requesting that the seller pay [Dollar Amount or Percentage]% of the purchase price toward the buyer's non-recurring and recurring closing costs, points, and pre-paid items.

This request is intended to facilitate a smooth and timely closing. All other terms of our offer, including the purchase price of \$[Price], remain the same.

Thank you for your time and for considering our request. We look forward to moving forward with this transaction.

Sincerely,

[Buyer Signature]  
[Buyer Printed Name]