

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

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

Re: Purchase Price Reduction for [Property Address]

Dear [Seller's Name],

Thank you for the opportunity to move forward with the purchase of your property at [Property Address].

I am writing to formally request a reduction in the purchase price following the completion of the professional appraisal. The appraisal report, conducted by [Appraisal Company Name], valued the property at \$[Appraised Value], which is \$[Amount Difference] below our agreed-upon contract price of \$[Contract Price].

As my mortgage lender will only provide financing based on the appraised value rather than the purchase price, this creates a funding gap. To ensure the successful closing of this transaction, I am requesting that we adjust the sale price to match the appraised value of \$[Appraised Value].

I remain very interested in purchasing your home and believe this adjustment reflects the current fair market value. Please let me know if you are agreeable to this price reduction so that we may execute an amendment to the contract and proceed with the closing process.

I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]