

Date: [Date]

To: [Seller Name]

From: [Buyer Name]

Property Address: [Full Property Address]

Subject: Amendment to Purchase Agreement - Appraisal Shortfall and Seller Concession Adjustment

Dear [Seller Name],

Regarding the purchase agreement dated [Date] for the property mentioned above, we are writing to address the results of the recent professional appraisal. The appraisal report has valued the property at \$[Appraised Value], which is \$[Amount] below the agreed-upon purchase price of \$[Purchase Price].

In light of this appraisal shortfall, we propose an adjustment to the purchase price and the existing seller concessions to ensure the transaction can proceed with the lender's requirements. We propose the following terms:

- **New Purchase Price:** \$[New Price, typically the appraised value]
- **New Seller Concession:** \$[New Concession Amount]

By adjusting the purchase price to the appraised value and modifying the concessions, the loan-to-value ratio will meet the lender's criteria for funding. All other terms and conditions of the original contract shall remain in full force and effect.

Please indicate your acceptance of this adjustment by signing below. We look forward to moving toward a successful closing.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

AGREED AND ACCEPTED:

[Seller Signature]

Date: _____