

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

[Date]

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

RE: Negotiation of Fixtures and Equipment for Property at [Property Address]

Dear [Recipient Name],

I am writing to formally discuss the inclusion of specific fixtures, fittings, and equipment (FF&E) in the purchase of the property located at [Property Address].

Based on our recent viewing and the initial listing, I would like to propose that the following items remain with the property as part of the final sale price:

- [Item 1: e.g., Professional Grade Kitchen Appliances]
- [Item 2: e.g., Custom Window Treatments]
- [Item 3: e.g., Built-in Home Theater System]
- [Item 4: e.g., Specific Lighting Fixtures]
- [Item 5: e.g., Outdoor Maintenance Equipment]

In consideration of these items being included, I am prepared to [offer a credit of \$Amount / maintain my current offer price / adjust the closing date].

Please review this list and let me know if these terms are acceptable. If there are specific items you intend to remove, I would appreciate a detailed list so we can adjust the valuation accordingly.

I look forward to reaching a mutually beneficial agreement.

Sincerely,

[Your Signature]

[Your Printed Name]