

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Seller's Name]
[Seller's Address]

RE: Request for Reduction of Earnest Money Deposit - [Property Address]

Dear [Seller's Name],

I am writing to formally request a reduction in the Earnest Money Deposit (EMD) for the purchase of the property located at [Property Address].

Due to an unexpected financial hardship involving [briefly mention cause, e.g., medical emergency, job loss, or family crisis], my current liquid assets have been significantly impacted. While I remains fully committed to purchasing your home and am moving forward with the financing process, this unforeseen situation has made it difficult to provide the full deposit amount of \$[Original Amount] at this time.

I would like to propose a reduced deposit of \$[New Requested Amount]. I believe this amount still demonstrates my serious intent to complete this transaction while allowing me to manage this temporary financial challenge.

I value this opportunity to purchase your property and appreciate your understanding and compassion regarding this request. Please let me know if this adjustment is acceptable or if there is a compromise we can reach.

Sincerely,

[Your Signature]

[Your Printed Name]