

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

[Date]

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

Re: Request for Earnest Money Deposit (EMD) Reduction - [Property Address]

Dear [Seller's Name],

I am writing regarding the purchase agreement for the property located at [Property Address], which was scheduled to close on [Original Closing Date].

Due to unforeseen circumstances involving [Briefly state reason, e.g., financing delays/appraisal issues/title clearance], we are unable to meet the original closing deadline and would like to request an extension until [New Proposed Closing Date].

In light of this delay and to ensure sufficient liquidity to finalize the closing costs, I am formally requesting a reduction in the Earnest Money Deposit currently held in escrow. Specifically, I am requesting that the deposit be reduced from \$[Current Amount] to \$[New Requested Amount], with the difference of \$[Difference Amount] being released back to the Buyer.

I remain fully committed to completing this transaction and believe this adjustment will allow for a smoother finalization of the purchase. Please let me know if you are agreeable to this request so that we may execute the necessary contract addendum.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]