

Date: [Date]

To: [Seller Name / Escrow Agent Name]

Property Address: [Full Property Address]

Contract Date: [Original Contract Date]

Subject: Mutual Agreement for Earnest Money Deposit (EMD) Reduction

Dear [Recipient Name],

This letter serves as a formal request to amend the terms of the Purchase Agreement dated [Date] regarding the Earnest Money Deposit (EMD) for the property listed above.

Currently, the held deposit amount is \$[Current Amount]. We are requesting that this amount be reduced to \$[New Proposed Amount].

The reason for this request is as follows:

[Insert brief reason, e.g., adjustment in financing, change in inspection terms, or mutual agreement due to extension].

Upon approval of this reduction, the difference of \$[Difference Amount] shall be returned to the Buyer within [Number] business days. All other terms and conditions of the original Purchase Agreement shall remain in full force and effect.

Please indicate your acceptance of this modification by signing below.

Sincerely,

[Buyer Signature]
[Buyer Printed Name]

Agreed and Accepted:

[Seller Signature]
[Date]

[Escrow Agent/Broker Signature, if applicable]
[Date]