

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

[Date]

[Seller's Name or Listing Agent Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

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

Dear [Seller/Agent Name],

I am writing regarding the Purchase Agreement dated [Date] for the property located at [Property Address].

As per the recent appraisal report dated [Appraisal Date], the current fair market value of the property has been appraised at \$[Appraised Value], which is \$[Amount] below the agreed-upon purchase price of \$[Purchase Price].

Due to this significant market value adjustment and the resulting change in financing requirements, I am formally requesting a reduction in the Earnest Money Deposit (EMD) currently held in escrow. I am proposing that the EMD be reduced from \$[Current EMD Amount] to \$[Proposed New EMD Amount].

This adjustment will allow the transaction to proceed while aligning the deposit more closely with the updated valuation and my revised loan-to-value obligations. All other terms and conditions of the contract shall remain in full force and effect.

Please review this request and provide your written acceptance or a formal amendment by [Date/Time]. I remain committed to closing this transaction and look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]