

Date: [Insert Date]

[Escrow Officer Name]
[Escrow Company Name]
[Address]
[City, State, Zip Code]

Re: Request for Reduction of Earnest Money Deposit

Property Address: [Insert Property Address]

Escrow Number: [Insert Escrow Number]

Dear [Escrow Officer Name/Seller Name],

I am writing to formally request a reduction of the Earnest Money Deposit (EMD) currently held in escrow for the above-referenced property. As you are aware, the closing date for this transaction has been extended to [New Closing Date].

Due to this extension and the current circumstances regarding [mention reason briefly, e.g., financing timelines/inspection repairs], I am requesting that the EMD amount be reduced from \$[Current Amount] to \$[Proposed New Amount].

Upon approval of this request, I ask that the difference of \$[Amount to be Refunded] be released back to the Buyer immediately via [check/wire transfer].

Please review this request and provide the necessary amendment for all parties to sign. We remain committed to closing this transaction by the new agreed-upon date.

Thank you for your prompt attention to this matter.

Sincerely,

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

cc: [Real Estate Agent Name]