

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

[Date]

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

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

Dear [Seller's Name],

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

As per the results of the professional home inspection conducted on [Date], several significant defects were identified that were not previously disclosed or visible during the initial viewing. These issues include:

- [Issue 1 - e.g., Foundation cracking]
- [Issue 2 - e.g., Roof replacement required]
- [Issue 3 - e.g., Outdated electrical panel]

Based on estimates from licensed contractors, the total cost to repair these items is approximately \$[Total Repair Cost]. This amount represents a substantial and unexpected financial burden that significantly alters the valuation of the property.

In light of these high repair costs, I am requesting a reduction of the Earnest Money Deposit (EMD) currently held in escrow from \$[Original Amount] to \$[New Requested Amount].

This reduction will allow me to allocate more immediate funds toward the necessary repairs required to make the property safe and habitable upon closing, while still demonstrating my continued commitment to completing this transaction.

Please review this request and let me know if you are in agreement by [Date]. If accepted, we can proceed with an amendment to the purchase contract.

Sincerely,

[Your Signature]

[Your Printed Name]