

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

[Date]

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

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

Dear [Recipient Name],

I am writing to formally request a reduction in the Earnest Money Deposit (EMD) currently held in escrow for the purchase of the property located at [Property Address].

During the due diligence period, a review of local zoning ordinances revealed specific restrictions that impact the intended use of the property. Specifically, [briefly describe the zoning issue, e.g., setback requirements, use limitations, or density restrictions].

Due to the increased risk and potential costs associated with obtaining variances or rezoning approvals, I am requesting that the current deposit of \$[Original Amount] be reduced to \$[New Requested Amount].

I remain committed to moving forward with this transaction provided we can reach an agreement on this adjustment to reflect the current zoning challenges. Please let me know if this proposal is acceptable or if you would like to discuss alternative terms.

I look forward to your prompt response.

Sincerely,

[Your Signature]  
[Your Printed Name]