

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Re: Counter Proposal for Property located at [Property Address/Description]

Dear [Recipient Name],

Thank you for your offer dated [Date of Offer] regarding the purchase/lease of the property located at [Property Address].

After careful consideration, we are unable to accept your proposal in its current form. However, we are interested in moving forward if we can reach an agreement on the following revised terms:

- **Purchase Price / Monthly Rent:** \$[Amount]
- **Security Deposit / Earnest Money:** \$[Amount]
- **Lease Term / Closing Date:** [Revised Duration or Date]
- **Tenant Improvements / Contingencies:** [Specify any changes to build-outs or inspection periods]
- **Other Terms:** [Insert any other modifications here]

All other terms and conditions mentioned in your original offer shall remain the same, except as modified by this counter proposal.

This counter proposal is valid until [Time] on [Date]. Please let us know if these terms are acceptable to you so that we may proceed with the legal documentation.

We look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]