

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Role]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Professional Staging Cost Allocation for [Property Address]

Dear [Recipient Name],

This letter serves as a formal proposal regarding the allocation of professional staging costs for the aforementioned property. To ensure the property is positioned competitively in the current market, professional staging is a necessary investment.

Currently, the estimated cost for staging services is \$[Amount]. We propose the following cost-sharing structure:

- **[Party A Name]:** [Percentage]% (\$[Amount])
- **[Party B Name]:** [Percentage]% (\$[Amount])

These costs cover the initial design, furniture rental for [Number] months, delivery, and installation. We believe this allocation is equitable given the projected increase in property valuation and the anticipated reduction in days on market.

Please review this proposal and provide your written consent by [Date] so we may proceed with the staging contract. If you wish to discuss alternative arrangements, please contact me directly at [Phone Number] or [Email].

Sincerely,

[Signature]

[Your Printed Name]