

Date: [Insert Date]

To: [Buyer Name(s)]

Property Address: [Insert Property Address]

Transaction Reference: [Insert Loan/Escrow Number]

Dear [Buyer Name],

This letter serves as formal notification regarding an update to the seller concessions for the purchase of the property located at the address mentioned above.

Per the [Amended Purchase Agreement/Addendum dated Date], the seller has agreed to modify the concession amount as follows:

- **Previous Concession Amount:** \$[Insert Amount]
- **Updated Concession Amount:** \$[Insert Amount]
- **Change Effective Date:** [Insert Date]

These funds are to be applied toward [Buyer's closing costs, prepaids, and/or interest rate buy-down], subject to lender limits and guidelines. All other terms and conditions of the original purchase agreement remain in full force and effect.

Please ensure that a copy of this notification is provided to your mortgage lender and the escrow/closing agent to ensure the Final Closing Disclosure accurately reflects this change.

Sincerely,

[Seller Signature]

[Seller Printed Name]

CC:

[Listing Agent Name]

[Selling Agent Name]

[Lender Name/Company]

[Escrow/Title Company]