

[Date]

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

Re: Amendment to Purchase Agreement for [Property Address]

Dear [Seller Name],

As you are aware, the recent appraisal for the property located at [Property Address] came in at \$[Appraised Value], which is \$[Shortfall Amount] below the agreed-upon purchase price of \$[Purchase Price].

Because the current mortgage financing is based on the appraised value, the Buyer is requesting a modification to the terms of the Purchase Agreement to address this shortfall. We propose the following adjustment:

- **Price Reduction:** The new purchase price shall be reduced to \$[New Purchase Price].
- **Cash Differential:** The Buyer will provide an additional \$[Amount] in cash at closing, and the Seller shall reduce the price to \$[Reduced Price].
- **Split Difference:** The Buyer and Seller agree to meet in the middle, resulting in a new purchase price of \$[Midpoint Price].

Please review these options. Our goal is to move forward with the closing as scheduled on [Closing Date]. Please indicate your acceptance of a specific option by signing below or contacting [Agent Name] to discuss further.

Sincerely,

[Buyer Signature]
[Buyer Printed Name]

Seller Acceptance:

I/We agree to the modified terms as follows: [Selected Option]

[Seller Signature]

[Date]