

Date: [Insert Date]

To: [Lender Name / Title Company]

Re: Loan Number [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Name of Contact Person],

This letter serves as a formal request and mutual agreement between the Buyer and Seller to modify the terms of the Purchase Agreement dated [Original Contract Date] regarding closing cost concessions.

The parties have agreed to the following modification:

**Original Seller Concession:** \$[Insert Original Amount or %]

**New Modified Seller Concession:** \$[Insert New Amount or %]

The Seller agrees to credit the Buyer the modified amount of \$[Insert New Amount] towards the Buyer's closing costs, pre-pays, and/or loan points at the time of closing. All other terms and conditions of the original contract remain in full force and effect.

Please update the closing disclosure and loan documents to reflect this change.

Sincerely,

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[Buyer Name - Printed]

Date: [Insert Date]

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[Buyer Name - Printed]

Date: [Insert Date]

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[Seller Name - Printed]

Date: [Insert Date]

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[Seller Name - Printed]

Date: [Insert Date]