

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

[Date]

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

Re: Adjustment of Down Payment Requirement for [Property Address or Account Number]

Dear [Recipient Name],

I am writing to formally request a review and adjustment of the down payment requirement for the purchase of the property located at [Property Address].

Currently, the required down payment is set at [Current Percentage or Amount]. Based on [mention reason: e.g., my updated financial profile, a recent appraisal, or eligibility for a specific program], I would like to request that this be adjusted to [Requested Percentage or Amount].

I have attached the following supporting documentation for your consideration:

- [Document 1: e.g., Proof of Income]
- [Document 2: e.g., Bank Statements]
- [Document 3: e.g., Appraisal Report]

I am committed to this transaction and believe that this adjustment will allow for a more efficient closing process. Please let me know if you require any additional information to evaluate this request.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]