

Date: [Insert Date]

To: [Insert Escrow Agent/Title Company Name]

Address: [Insert Address]

Re: Escrow Account for Property at [Insert Property Address]

Escrow Number: [Insert Escrow Number]

Dear [Insert Name of Escrow Officer],

This letter serves as a formal request to revise the terms of the Repair Escrow Agreement currently held for the property mentioned above.

Based on [reason for revision, e.g., updated contractor estimates, unforeseen repairs, or partial completion], the Buyer and Seller have agreed to the following modifications:

- **Original Escrow Amount:** \$[Insert Amount]
- **Revised Escrow Amount:** \$[Insert Amount]
- **Extension of Completion Date:** The new deadline for repairs is [Insert Date].
- **Changes to Work Scope:** [List specific repairs added or removed].

All other terms and conditions of the original Escrow Agreement remain in full force and effect. The Escrow Agent is hereby authorized to adjust the funds and timelines as specified in this revision.

Please find the attached supporting documentation, including the [updated bids/inspection reports].

Please acknowledge receipt of this revision by signing below and returning a copy to all parties.

Sincerely,

[Seller Name]

[Buyer Name]

Acknowledgment by Escrow Agent:

Signature: _____

Date: _____