

Counter Offer Letter Template

[Your Name]

[Your Title]

[Your Realty Company]

[Company Address]

[City, State, ZIP]

[Date]

[Seller's Name]

[Seller's Address]

[City, State, ZIP]

Dear *[Seller's Name]*,

I am writing on behalf of my clients regarding the property at *[Property Address]*. After thorough consideration and discussion, we appreciate your willingness to engage in negotiations. We are pleased to present a counteroffer that we believe addresses the interests of both parties involved.

Revised Offer Price

In light of the recent analysis of comparable properties in the area and considering your home's unique features, we propose a revised offer price of *[New Offer Price]*. This adjustment is based on current market conditions in *[Property Location]* and reflects a fair and equitable valuation that benefits all parties and ensures a smooth transaction.

Closing Date

Regarding the closing date initially proposed, we suggest moving it to *[New Closing Date]*. This change will provide you and my clients with sufficient time to meet personal and financial preparations, ensuring a seamless closing process.

Contingencies

To ensure that both parties feel secure moving forward, we propose the following adjustments to the contingencies:

- Extend the financial contingency period to **[New Time Frame]**, allowing complete and thorough financial arrangements.
- Modify the inspection contingency to allow a more comprehensive evaluation of the property's condition, ensuring mutual confidence in the deal.

Inspections and Repairs

Following the recent inspection, it has come to our attention that certain repairs are necessary. We kindly request that these repairs be addressed by a licensed professional before closing.

- **[List Specific Repair]**
- **[List Specific Repair]**
- **[List Specific Repair]**

Alternatively, we are open to a reduction in the sale price by **[Amount]**, which would cover the estimated costs of these repairs, allowing my clients to manage these issues post-purchase.

Closing Costs

Finally, we request that the seller contribute **[Specific Amount or Percentage]** toward the closing costs. This gesture would greatly ease the financial obligations faced by my clients at closing and facilitate a smoother transaction.

We believe these terms provide a basis for a fair agreement that benefits both buyer and seller. Upon mutual agreement of these terms, my clients look forward to proceeding with the purchase. We appreciate your consideration and are hopeful for a positive response.

Please feel free to contact me directly at **[Your Contact Information]** should you wish to discuss this counter offer further.

Warm regards,

[Your Name]

[Your Contact Information]