

[YOUR NAME]
[YOUR ADDRESS]
[YOUR ADDRESS]
[YOUR ADDRESS]
[YOUR ADDRESS]

[NAME OF ESTATE AGENT]
[ADDRESS OF ESTATE AGENT]
[ADDRESS OF ESTATE AGENT]
[ADDRESS OF ESTATE AGENT]
[ADDRESS OF ESTATE AGENT]

DATE

Dear {ESTATE AGENT NAME},

Re: PROPERTY ADDRESS

Thank you for your help in reviewing the price of the property for us. Your help is appreciated.

I have thought about this at great length and feel that I cannot proceed with the purchase of the property at the original asking price based on the issues I have previously flagged in my letter dated the [DATE].

Whilst we do still want to proceed with the purchase we are rescinding our original offer and putting forward our revised offer of £XXX,XXX and this offer lasts until the [DATE]. If accepted we will get the mortgage offer updated with an exchange as soon as it is returned. I have already signed all of my exchange documents in anticipation for the seller's acceptance to the revised offer.

I hope this can be agreed by the seller as I'm sure neither they would prefer to complete this transaction in the next week or so instead of the worry of waiting to find a new buyer and then another 8 weeks to get to exchange.

I look forward to hearing back from you and the vendor by the [DATE].

Kind regards,

YOUR NAME

Note: This is a template letter and should be tailored to your own individual circumstances. We take no responsibility for the outcome of your negotiations.

For more help during your conveyancing call our team of conveyancing specialists on **0333 344 3234** or email help@samconveyancing.co.uk

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EXAMPLE