Date

Name
Address
City, State, Zip

Dear [NAME],

As per our discussion, the price has been adjusted on your property, and I wanted to thank you for agreeing to the new terms. I really believe this will significantly increase the chances of your property being sold sooner than later as it will appeal to a broader range of buyers.

I appreciate your business and your confidence in my abilities as a real estate agent to successfully get your home sold for the best price. Should you have any questions, please don't hesitate to contact me at [PHONE].

Sincerely,

[NAME]

[TITLE]