



Date \_\_\_\_\_

To: Title Company or Settlement Agent \_\_\_\_\_

Re: Credit to Buyer

Property Address:

To Whom It May Concern:

Please credit \$ \_\_\_\_\_ of the commission owed to Keller Williams Realty to  
\_\_\_\_\_ and \_\_\_\_\_ (Buyer), to be applied to  
their closing costs. Such credit is to be reflected on the closing documents for the  
subject property.

Thank you,

Broker

20116 Ashbrook Place, Suite 200  
Ashburn, VA 20147  
703-430-9008

Each Office Independently Owned and Operated



Date \_\_\_\_\_

To: Title Company or Settlement Agent \_\_\_\_\_

Re: Credit to Seller

Property Address:

To Whom It May Concern:

Please credit \$ \_\_\_\_\_ of the commission owed to Keller Williams Realty to  
\_\_\_\_\_ and \_\_\_\_\_ (Seller), to be applied to  
their closing costs. Such credit is to be reflected on the closing documents for the  
subject property.

Thank you,

Broker

20116 Ashbrook Place, Suite 200  
Ashburn, VA 20147  
703-430-9008

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