

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Proposed Solution for Deferred Maintenance at [Property Address]

Dear [Recipient Name],

Following a recent inspection of the property located at [Property Address], we have identified several items requiring attention that have been classified as deferred maintenance. We understand that managing long-term repairs can be challenging, and we are writing to propose a structured solution to address these issues promptly.

The primary areas requiring immediate attention include:

- [Item 1: e.g., Roof repair/replacement]
- [Item 2: e.g., HVAC system servicing]
- [Item 3: e.g., Exterior painting/sealing]
- [Item 4: e.g., Plumbing upgrades]

Proposed Action Plan:

To resolve these matters efficiently and prevent further property depreciation, we suggest the following timeline:

1. [Phase 1]: [Action and Completion Date]
2. [Phase 2]: [Action and Completion Date]
3. [Phase 3]: [Action and Completion Date]

Financial and Operational Benefits:

By addressing these repairs now, we can avoid higher emergency costs, ensure compliance with local building codes, and increase the overall value and safety of the property.

We would like to schedule a meeting on [Date/Time] to discuss the budget, vendor selection, and implementation of this plan. Please let us know if this time works for you, or feel free to suggest an alternative.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]