

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

[Seller's Name or Real Estate Agent Name]
[Seller's Address/Office Address]
[City, State, Zip Code]

RE: Negotiation Regarding Air Conditioning System - [Property Address]

Dear [Seller Name],

Thank you for the opportunity to inspect the property located at [Property Address]. While we remain very interested in moving forward with the purchase, the professional inspection report has identified significant issues regarding the existing air conditioning system.

According to the inspector, the AC unit is [mention specific issue: e.g., beyond its functional lifespan / requiring immediate major repairs / non-operational]. The estimated cost for [repairing/replacing] the system is approximately \$[Amount], based on the attached quote from [HVAC Company Name].

In light of these findings, we would like to propose the following adjustment to our current agreement:

- A reduction in the purchase price of \$[Amount] to offset the cost of replacement.
- OR, a credit at closing in the amount of \$[Amount] to cover the necessary HVAC upgrades.

We believe this is a fair request that reflects the current market value and condition of the home. Please let us know your thoughts on this proposal by [Date/Time] so we may proceed with the next steps of the closing process.

Sincerely,

[Your Signature]
[Your Printed Name]