[Date]

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

Subject: Important Update Regarding Inspection and Appraisal Status

Dear [Recipient Name],

I am writing to provide a realistic assessment of where we currently stand regarding the [Inspection/Appraisal] phase of our real estate transaction for the property located at [Property Address].

While we initially hoped for a seamless process, the current results have presented some hurdles that require a practical approach from both parties. Specifically:

- **The Inspection:** The report has identified [mention key issues, e.g., structural, roofing, or safety concerns] that exceed standard maintenance expectations.
- **The Appraisal:** The professional valuation has come in at [Appraised Value], which is [Amount] below the agreed-upon purchase price.

In the current market, it is important to align our expectations with these findings. To ensure the closing stays on track, we need to address these discrepancies immediately. My recommendation is to consider a combination of the following: [List options, e.g., price reduction, repair credits, or a cash gap bridge].

The goal is to reach a fair resolution that reflects the true condition and market value of the property while allowing the sale to proceed. Please review these points and let me know how you would like to move forward by [Date/Time].

Sincerely,

[Your Name]
[Your Title/Company]
[Your Phone Number]