

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

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

Re: Property Address: [Insert Property Address]

Dear [Recipient Name],

In response to the inspection report dated [Date] and our subsequent discussions regarding the [Name of System, e.g., HVAC/Roof/Plumbing System], I am writing to formally propose a concession regarding its replacement.

Acknowledging that the system is [mention condition, e.g., near the end of its useful life/malfunctioning], I am prepared to offer a credit toward the replacement costs to ensure the closing of this sale proceeds smoothly.

I propose a seller concession in the amount of \$[Dollar Amount]. This amount shall be applied toward the buyer's closing costs or as a reduction in the final purchase price, subject to lender approval.

This concession is offered in lieu of performing the actual replacement or any further repairs to the system prior to closing. By accepting this credit, the buyer agrees to take the property with the system in its current "as-is" condition.

Please indicate your acceptance of this proposal by signing below and returning a copy by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by:

Signature: _____ Date: _____