

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Address]
[City, State, Zip Code]

Re: Property Condition Allowance Request for [Property Address]

Dear [Seller's Last Name or Listing Agent Name],

Pursuant to the home inspection conducted on [Date] by [Inspection Company Name], I am writing to formally request a property condition allowance regarding the purchase of the property located at [Property Address].

The inspection report identified several items that require immediate attention or repair. In lieu of requesting that these repairs be completed prior to closing, I am requesting a credit toward my closing costs or a reduction in the purchase price in the amount of \$[Amount Requested].

This request is based on the estimated costs to address the following primary issues:

- [Issue 1: e.g., Roof repairs] - Estimated cost: \$[Amount]
- [Issue 2: e.g., Electrical system upgrades] - Estimated cost: \$[Amount]
- [Issue 3: e.g., Plumbing leaks] - Estimated cost: \$[Amount]

I have attached copies of the relevant sections of the inspection report and the repair estimates for your review. This allowance will ensure that the property is brought to a safe and functional standard following the transfer of ownership.

Please let me know if you are in agreement with this proposal by [Date/Time]. I look forward to moving forward with the closing process.

Sincerely,

[Your Signature]

[Your Printed Name]