

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

[Date]

[Recipient Name]  
[Recipient Title/Role]  
[Company Name or Property Address]  
[City, State, Zip Code]

RE: Request for Repair Credit - Roof Damage at [Property Address]

Dear [Recipient Name],

I am writing to formally request a repair credit regarding the roof of the property located at [Property Address].

Following a recent professional inspection conducted on [Date], several issues were identified that require immediate attention. According to the inspection report, the roof requires the following repairs:

- [Describe issue 1, e.g., Missing or damaged shingles]
- [Describe issue 2, e.g., Evidence of active leaks in the attic]
- [Describe issue 3, e.g., Damaged flashing around the chimney]

Based on the estimates I have received from licensed roofing contractors, the total cost for these necessary repairs is approximately \$[Amount].

In lieu of asking you to complete these repairs prior to closing, I am requesting a seller credit in the amount of \$[Requested Credit Amount] to be applied toward my closing costs. This will allow me to oversee the repairs directly and ensure they are completed to the required standards after the transfer of the property.

I have attached a copy of the inspection report and the repair estimates for your review. Please let me know if you are in agreement with this request by [Date/Time] so that we may proceed with the next steps of the transaction.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]