

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

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

Re: Price Reduction Request for [Property Address]

Dear [Seller's Name],

Thank you for the opportunity to inspect the property located at [Property Address]. We remain very interested in completing the purchase of your home.

As you are aware, the professional inspection conducted on [Date] by [Inspection Company Name] identified several items that require immediate attention or repair. The most significant issues include:

- [Issue 1: e.g., Roof damage requiring replacement]
- [Issue 2: e.g., Outdated electrical panel/safety concerns]
- [Issue 3: e.g., Evidence of moisture in the basement]
- [Issue 4: e.g., Malfunctioning HVAC system]

Based on the estimated costs to address these structural and mechanical concerns, we are requesting a reduction in the purchase price. We propose a new purchase price of \$[New Price], which reflects a reduction of \$[Amount] from the current contract price.

Alternatively, we are open to a seller credit at closing in the amount of \$[Amount] to cover these necessary repairs.

We believe this is a fair adjustment based on the objective findings of the inspection report. We have attached the relevant sections of the inspection report for your review. Please let us know your decision by [Date/Time].

We look forward to moving toward a successful closing.

Sincerely,

[Your Signature]
[Your Printed Name]