

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

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

RE: Repair Request for Property Located at [Property Address]

Dear [Seller's Name],

Following the home inspection conducted on [Date] by [Name of Inspection Company], I am formally requesting that the following items be repaired or addressed prior to the closing of the sale:

- [Item 1: Description of defect and requested fix]
- [Item 2: Description of defect and requested fix]
- [Item 3: Description of defect and requested fix]
- [Item 4: Description of defect and requested fix]

I request that all repairs be completed by a licensed professional and that copies of all paid receipts and transferable warranties be provided to me at least [Number] days before the final walk-through.

In lieu of these repairs, I am also open to a credit toward my closing costs in the amount of \$[Dollar Amount].

Please let me know your decision by [Date/Time] so we may proceed with the next steps of the transaction.

Sincerely,

[Your Signature]  
[Your Printed Name]