

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

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company or Landlord Name]  
[Address]  
[City, State, Zip Code]

RE: Request for Financial Credit in Lieu of Repair - [Property Address/Product Name]

Dear [Recipient Name],

I am writing regarding the following issue(s) identified at [Address/Reference Number]:

- [Description of defect or damage 1]
- [Description of defect or damage 2]

As per our previous discussions, these items require immediate attention. However, rather than having you coordinate and perform the repairs, I would like to propose a financial credit in the amount of \$[Amount] toward [the purchase price / my monthly rent / my outstanding balance].

I am making this request because [State reason: e.g., I prefer to oversee the contractors myself / This will allow for a faster closing / I wish to upgrade the materials at my own expense].

Accepting this credit would release you from any further obligation to address these specific repairs. I have attached [estimates/inspection reports] to support the requested amount.

Please let me know if this proposal is acceptable by [Date]. I look forward to resolving this matter efficiently.

Sincerely,

[Your Signature]

[Your Printed Name]