

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

[Date]

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

Re: Post-Inspection Repair Request - [Property Address]

Dear [Seller's Name],

Thank you for the opportunity to inspect the property located at [Property Address]. We appreciate your cooperation during this process.

The professional inspection report has been completed, and while we remain very interested in purchasing the home, there are several items of concern that were identified. Based on the findings, we would like to request the following repairs or concessions before proceeding with the closing:

- [Item 1: Describe the specific issue and the requested fix, e.g., Repair leaking pipe in the master bathroom.]
- [Item 2: Describe the specific issue, e.g., Replace the damaged shingles on the north side of the roof.]
- [Item 3: Describe the specific issue, e.g., Service the HVAC system and provide proof of functionality.]

In lieu of the repairs listed above, we are also open to a [Credit Amount] credit toward our closing costs or a reduction in the sale price by [Dollar Amount]. This would allow us to handle the repairs ourselves after the close of escrow.

Please let us know your thoughts on these requests by [Date/Time]. We look forward to reaching an agreement and moving forward with the sale.

Sincerely,

[Your Signature]
[Your Printed Name]