

**Date:** [Date]

**To (Seller Name):** [Seller Name]

**Property Address:** [Full Property Address]

**Escrow Number:** [Escrow Number]

**RE: NOTICE TO PERFORM - INCOMPLETE REPAIRS**

Dear [Seller Name],

This letter serves as formal notice regarding the agreed-upon repairs outlined in the [Request for Repair/Addendum Name] dated [Date of Agreement].

Upon a recent inspection of the property, it has been determined that the following repair items have not been completed as specified in our agreement:

- [Description of incomplete repair item 1]
- [Description of incomplete repair item 2]
- [Description of incomplete repair item 3]

Per the terms of our Purchase Agreement, you are required to complete these repairs and provide proof of completion (including receipts and invoices from licensed contractors, where applicable) by [Deadline Date/Time].

Failure to complete these repairs within the specified timeframe may result in a delay of the closing date or may be considered a breach of contract, allowing the Buyer to pursue all available legal remedies, including but not limited to, a credit at closing or cancellation of the escrow.

Please confirm receipt of this notice and provide an updated schedule for the completion of these items immediately.

Sincerely,

[Buyer Signature]

[Buyer Printed Name]

**cc:** [Listing Agent Name], [Buying Agent Name], [Escrow Company]