

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

[Date]

[Recipient Name/Landlord/Seller Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Verification of Agreed Repairs for [Property Address]**

Dear [Recipient Name],

This letter serves to verify the completion of repairs as agreed upon in the [Purchase Agreement / Lease Agreement / Inspection Response] dated [Date of Agreement].

Below is the checklist of repairs that were required. Please indicate the status of each item and provide any relevant documentation (invoices, receipts, or warranties) as proof of professional completion.

<b>Repair Item Description</b>	<b>Status (Complete/Pending)</b>	<b>Date Completed</b>	<b>Documentation Attached (Yes/No)</b>
[Example: Repairing leak in kitchen sink]			
[Example: Replacing broken window in master bedroom]			
[Example: Servicing the HVAC system]			
[Additional Item]			

Please return a signed copy of this checklist along with the requested documentation by [Deadline Date]. I will be scheduling a final walkthrough on [Walkthrough Date] to confirm these items have been addressed to the agreed-upon standards.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]