

[Your Name]  
[Your Address]  
[Date]

[Seller Name]  
[Seller Address]

RE: Response to Inspection Repair Request - [Property Address]

Dear [Seller/Buyer Name or Agent Name],

Thank you for providing the inspection report and the list of requested repairs dated [Date of Request]. We have carefully reviewed the items mentioned and would like to propose the following resolution to move forward with the sale:

**1. Repairs to be Completed:**

The Seller agrees to repair or replace the following items at the Seller's expense prior to closing:

- [Item 1: e.g., Repairing the leak in the primary bathroom]
- [Item 2: e.g., Replacing the damaged shingles on the roof]

All work will be performed by licensed professionals, and receipts will be provided to the Buyer before the final walkthrough.

**2. Closing Cost Credit:**

In lieu of repairing [Item 3: e.g., the HVAC system], the Seller agrees to provide a credit of \$[Amount] toward the Buyer's closing costs. This allows the Buyer to address the repair with a contractor of their choosing after closing.

**3. Items Declined:**

Please note that the Seller will not be addressing [Item 4: e.g., cosmetic cracks in the driveway] as these were considered in the original listing price and are typical for a home of this age.

We believe this is a fair compromise that ensures the property is in safe, functional condition while keeping us on schedule for our closing date of [Closing Date].

Please let us know if this proposal is acceptable by [Time/Date]. We look forward to successfully closing this transaction.

Sincerely,

[Your Signature]  
[Your Printed Name]