

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

[Date]

[Seller's Name]  
[Seller's Address or c/o Listing Agent Name]  
[City, State, Zip Code]

RE: Repair Request for Property Located at: [Property Address]

Dear [Seller's Name],

Thank you for the opportunity to inspect the property located at [Property Address]. Following the professional home inspection conducted on [Date of Inspection] by [Name of Inspection Company], I am formally requesting that the following items be repaired, replaced, or addressed prior to the closing date:

- **[Item 1]:** [Description of the issue from the report]. (*Requested Action: Repair/Replace/Evaluate by a licensed professional*)
- **[Item 2]:** [Description of the issue from the report]. (*Requested Action: Repair/Replace/Evaluate by a licensed professional*)
- **[Item 3]:** [Description of the issue from the report]. (*Requested Action: Repair/Replace/Evaluate by a licensed professional*)

I request that all repairs be performed by licensed and qualified contractors and that copies of paid invoices and warranties for the work completed be provided to me at least [Number] days prior to the final walk-through.

In lieu of these repairs, I am also open to a credit toward my closing costs in the amount of \$[Dollar Amount] so that I may address these issues after the sale is finalized.

Please let me know your decision regarding these requests by [Date/Time]. I look forward to moving forward with the purchase of your home.

Sincerely,

[Your Signature]  
[Your Printed Name]