

[Your Name]
[Your Address]
[Date]

[Seller's Name]
[Seller's Address]

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

Dear [Seller's Name],

Following the professional home inspection conducted on [Date] by [Inspection Company Name], we are formally submitting this request for repairs or credits regarding the property mentioned above.

While we are excited about the prospect of purchasing your home, the inspection report identified several items that require attention before we can proceed to closing. We have categorized our requests below:

Requested Repairs:

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

Alternative Financial Credit:

In lieu of the repairs listed above, we are willing to accept a closing cost credit in the amount of \$[Dollar Amount]. This would allow us to handle the repairs ourselves after the transfer of ownership.

We believe these requests are reasonable and necessary to maintain the value and safety of the home. Please let us know your decision by [Date/Time] so we can move forward with the next steps of the transaction.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]