

[YOUR NAME]  
[YOUR ADDRESS]  
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[YOUR ADDRESS]  
[YOUR ADDRESS]

[NAME OF ESTATE AGENT]  
[ADDRESS OF ESTATE AGENT]  
[ADDRESS OF ESTATE AGENT]  
[ADDRESS OF ESTATE AGENT]  
[ADDRESS OF ESTATE AGENT]

DATE

Dear {ESTATE AGENT NAME},

**Re: PROPERTY ADDRESS**

I hope you're ok. Things are progressing well for me with the conveyancing. My searches are back, enquiries are being finalised and I have completed my property survey; this final point however has flagged up some issues that I need your help with.

The RICS surveyor has flagged up a number of issues that I was unaware of when I made my offer and we need to discuss how best to proceed.

I'm sure you'll appreciate that when paying the current asking price of the property, I need to ensure that the property is in current market condition.

The following defects were raised:

- LIST DEFECTS

I have spoken to 3 independent contractors and they estimate the costs for making the repairs to be around £XXXX (I've attached their quotes).

The challenge is that any buyer will have these issues if they are looking to buy this property [and for some mortgage lenders they may not lend based on these defects.]

I am still very keen to buy the property and will be looking to exchange over the next few weeks, however I would ask that either the above items including the damp are addressed, or we agree a reduction in the purchase price of £XXXX and I'll handle the repair works to the property after I move in.

I hope that we can move forward from here because I really want the house, however I can't afford to absorb these repair costs.

If the seller agrees to reduce the price it'll take me a few days to get my mortgage offer reissued to reflect the new price so the sooner we can get this agreed the better as I don't want to hold up exchange because we are waiting for my mortgage lender.

I look forward to hearing back from you and the vendor by the [DATE].

Kind regards,

YOUR NAME

**Note:** This is a template letter and should be tailored to your own individual circumstances. We take no responsibility for the outcome of your negotiations.

Example

For more help during your conveyancing call our team of conveyancing specialists on **0333 344 3234** or email [help@samconveyancing.co.uk](mailto:help@samconveyancing.co.uk)

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Example