

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Extension of Closing Date for [Property Address/Contract Reference]

Dear [Recipient Name],

This letter serves as a formal agreement to extend the closing date for the purchase of the property located at [Property Address], originally scheduled for [Original Closing Date].

Both parties hereby agree to extend the closing date to [New Closing Date].

In consideration of this extension, the following concessions/terms have been agreed upon:

- [Insert Concession 1, e.g., Additional earnest money deposit of \$XXX]
- [Insert Concession 2, e.g., Daily per diem fee of \$XXX until closing]
- [Insert Concession 3, e.g., Waiver of specific inspection contingencies]

All other terms and conditions of the original Purchase Agreement dated [Original Contract Date] shall remain in full force and effect.

Please acknowledge your acceptance of this extension and the associated concessions by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]

ACKNOWLEDGED AND AGREED:

[Name of Party 1]
Date: [Date]

[Name of Party 2]
Date: [Date]