

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

[Date]

[Recipient Name]
[Recipient Title]
[Company/Bank Name]
[Address]
[City, State, Zip Code]

RE: Request for Extension of Closing Date - [Property Address/Loan Number]

Dear [Recipient Name],

I am writing to formally request an extension of the scheduled closing date for the above-referenced property, currently set for [Original Closing Date]. I am requesting that the new closing date be moved to [Proposed New Date].

This request is necessary due to a shortfall in the required funds for closing. We are currently in the process of renegotiating the terms to address this deficit. Specifically, we are [briefly mention action, e.g., working with the seller on a price reduction / securing additional financing / seeking a short sale approval].

We are working diligently to resolve this matter and expect to have the renegotiation finalized by [Date]. This extension will allow all parties the necessary time to ensure the transaction can be successfully completed.

Please let me know if you require any additional documentation or if there is a specific addendum I need to sign to formalize this extension.

Thank you for your time and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]