

Subject: Friendly Reminder: Upcoming Financing Contingency Deadline

Dear [Buyer Name],

I hope you are doing well and that your loan application process is moving forward smoothly.

I am writing to provide a friendly reminder regarding the financing contingency deadline for the property located at [Property Address]. According to our purchase agreement, this contingency is scheduled to expire on [Date].

To ensure we stay on track for our scheduled closing, please confirm that you have received your formal loan commitment from your lender. If you anticipate any delays or need an extension, please let me know as soon as possible so we can address it with the sellers.

Please feel free to reach out if you have any questions or if there is anything I can do to assist you with this process.

Best regards,

[Your Name]

[Your Title/Company]

[Your Phone Number]