

Date: [Insert Date]

To: [Escrow Officer Name]

Escrow Company: [Insert Company Name]

Escrow Number: [Insert Number]

Subject: REMINDER: Loan Approval Contingency Deadline

Dear [Escrow Officer Name],

This is a formal reminder regarding the Loan Approval Contingency for the property located at: **[Insert Property Address]**.

According to the Purchase Agreement, the deadline for the Buyer to provide written notice regarding the removal or satisfaction of the Loan Approval Contingency is **[Insert Date]**.

As of today, our records indicate that we have not yet received the formal contingency removal or an extension request. Please confirm if you have received the necessary documentation from the Buyer or the Buyer's Lender.

If you have received these documents, please forward a copy to all parties immediately. If not, please advise on the current status of the loan approval process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Phone Number]

[Your Email Address]