

Date: [Insert Date]

To: [Listing Agent Name]

From: [Your Name/Buyer's Agent]

Property Address: [Insert Property Address]

Subject: Update on Financing Contingency Status

Dear [Listing Agent Name],

I am writing to provide a formal update regarding the financing contingency for the purchase of the property located at [Insert Property Address].

The Buyer's loan application is currently in progress with [Lender Name]. At this stage:

- The appraisal has been [Completed/Ordered/Received].
- The file is currently [In Underwriting/Awaiting Conditions].
- We expect to receive the Loan Commitment/Clear to Close by [Insert Date].

At this time, the Buyer [Select One: is on track to meet the deadline / requests a formal extension of the financing contingency until Date].

Please let us know if you have any questions or require additional documentation from the lender.

Best regards,

[Your Signature]

[Your Full Name]

[Your Brokerage]

[Your Phone Number]