

Date: [Insert Date]

To: [Client Name]

Address: [Property Address]

Transaction Ref: [Contract/Escrow Number]

**RE: NOTICE OF UPCOMING FINANCING CONTINGENCY DEADLINE**

Dear [Client Name],

This letter serves as a formal compliance notification regarding the financing contingency period as outlined in your Purchase and Sale Agreement dated [Contract Date].

According to the terms of the contract, your deadline to obtain a firm loan commitment or waive your financing contingency is: **[Deadline Date]**.

**Action Required:**

- Please provide our office with a copy of your Loan Commitment Letter or a written status update from your lender no later than [Time] on the deadline date.
- If your financing is not secured by this date, you must either request a formal extension in writing or provide a notice of termination to protect your earnest money deposit.
- Failure to act before this deadline may result in the automatic waiver of your financing contingency, potentially placing your deposit at risk if you are unable to close.

Please contact your mortgage professional immediately to ensure all documentation is on track for this deadline. We are here to assist with any necessary paperwork to ensure your transaction remains in compliance with contract terms.

Sincerely,

[Agent Name]

[Brokerage Name]

[Phone Number]

[Email Address]

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CC: [Lender Name / Closing Attorney]