

Date: [Insert Date]

To: [Buyer Name(s)]

Address: [Buyer Current Address]

Email: [Buyer Email Address]

Subject: URGENT REMINDER: Upcoming Mortgage Commitment Deadline

Dear [Buyer Name(s)],

This letter serves as a formal reminder regarding the Mortgage Commitment Contingency in your Purchase and Sale Agreement for the property located at: **[Property Address]**.

According to the terms of your contract, your deadline to provide a written Mortgage Commitment Letter to the Seller is **[Insert Deadline Date]**.

This is a critical milestone in your home purchase. Please ensure you have completed the following steps immediately:

- Contact your loan officer to confirm that your file is in "Clear to Close" or "Final Approval" status.
- Submit any remaining outstanding documents requested by your lender.
- Forward the formal Commitment Letter to my office or your attorney as soon as you receive it.

Failure to provide this commitment or request a formal extension by the deadline may put your earnest money deposit at risk or allow the Seller to terminate the contract.

If you anticipate any delays or have concerns about meeting this date, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]