

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

Escrow/Contract No: [Insert Number]

NOTICE TO PERFORM: FAILURE TO SUBMIT LOAN DOCUMENTS

Dear [Buyer Name],

Pursuant to the terms of the Purchase Agreement dated [Insert Contract Date], you are required to submit the following loan documents to [Seller/Escrow Holder] by [Insert Original Deadline Date]:

- [List specific missing document, e.g., Loan Commitment Letter]
- [List specific missing document, e.g., Proof of Financing]
- [List specific missing document, e.g., Appraisal Report]

As of the date of this letter, these documents have not been received. This constitutes a failure to perform your contractual obligations.

You are hereby notified to provide the requested documents within [Insert Number, e.g., 48 or 72] hours from the delivery of this notice.

Failure to comply with this notice may result in further action, including but not limited to the cancellation of the Purchase Agreement and the forfeiture of your earnest money deposit, as permitted by the contract.

Please contact me immediately to confirm receipt of this notice and to provide the status of your submission.

Sincerely,

[Your Name/Signature]

[Your Title: Seller / Seller's Agent]

[Your Phone Number]

[Your Email Address]

cc: [Escrow Officer Name / Broker Name]