

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Delayed Closing - [Property Address]

Dear [Recipient Name],

This letter serves as formal notice regarding the closing of the property located at [Property Address], currently scheduled for [Original Closing Date].

Pursuant to the financing contingency outlined in the Purchase Agreement dated [Date of Agreement], I am writing to inform you that there will be a delay in the closing process. The delay is due to [Briefly state reason, e.g., final processing of mortgage documentation/underwriting requirements].

We are working diligently with the lender to resolve this matter as quickly as possible. Based on the current status of the loan approval, we propose moving the closing date to [New Proposed Closing Date].

We remain committed to completing this transaction and apologize for any inconvenience this delay may cause. Please confirm your acceptance of this new closing date by signing below or providing a written amendment.

Thank you for your patience and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of New Closing Date:

[Recipient Name or Seller Name]

Date: _____