

[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 that the closing for the property located at [Property Address], originally scheduled for [Original Closing Date], must be delayed.

The delay is due to unresolved title issues discovered during the title search process. Specifically, the following matters must be cleared before a clean title can be transferred: [Briefly describe issues, e.g., outstanding liens, easement disputes, or unsatisfied mortgages].

We are working diligently to resolve these issues. At this time, we anticipate the new closing date to be on or about [New Target Closing Date]. We will provide further updates as the situation progresses.

We apologize for any inconvenience this may cause and appreciate your patience as we ensure all legal requirements are met for a valid transfer of ownership.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]