

Date: [Insert Date]

To: [Recipient Name(s)]

Property Address: [Insert Full Property Address]

Subject: Notice of Delayed Closing Due to Pending Appraisal Results

Dear [Recipient Name],

This letter is to formally notify you that the scheduled closing date for the property located at [Insert Property Address], originally set for [Original Closing Date], will need to be postponed.

The delay is due to the fact that the final appraisal report has not yet been received from the appraiser. As the appraisal is a necessary requirement for final loan approval and the completion of the transaction, we are unable to proceed with the closing at this time.

We are actively following up with the appraisal management company to ensure the report is delivered as soon as possible. Once the results are received and reviewed, we will contact you immediately to schedule a new closing date.

We apologize for any inconvenience this delay may cause and appreciate your patience as we work to finalize the remaining requirements.

If you have any questions, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title/Company Name]