

Date: [Insert Date]

To: [Seller Name / Builder Name]

Property Address: [Insert Full Property Address]

Subject: Notice of Delayed Closing Due to Incomplete Repairs

Dear [Recipient Name],

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

Based on a recent inspection of the property, it has been determined that the following agreed-upon repairs have not yet been completed:

- [Repair Item 1]
- [Repair Item 2]
- [Repair Item 3]

Per our purchase agreement, these repairs must be finished and inspected prior to the transfer of title. Because these items remain outstanding, I am unable to proceed with the closing at this time.

I am requesting that all repairs be completed by [Insert New Deadline Date]. Once the work is finished, please provide documentation or schedule a walkthrough so that we may reschedule the closing for [Insert Proposed New Closing Date].

Please acknowledge receipt of this notice and provide an updated timeline for the completion of these repairs.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]