

DATE: [Date]

TO: [Seller Name]
[Seller Address]
[City, State, Zip Code]

RE: Notice of Delayed Closing - [Property Address]

Dear [Seller Name],

This letter serves as formal notice that the closing for the purchase of the property located at [Property Address], originally scheduled for [Original Closing Date], will be delayed.

The delay is due to a setback in the final funding process from the buyer's lending institution. We are working diligently with the mortgage provider to resolve the remaining requirements and secure the release of funds.

We anticipate that the funding will be finalized shortly and propose a new closing date of [New Proposed Closing Date]. We will provide further updates as soon as the lender confirms the wire transfer status.

We apologize for any inconvenience this delay may cause and appreciate your patience as we finalize this transaction.

Sincerely,

[Buyer Name / Buyer Agent Name]
[Phone Number]
[Email Address]

cc: [Escrow/Title Company Name]