

Date: [Insert 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 a delay in the scheduled closing date for the property located at [Property Address], originally set for [Original Closing Date].

The delay is due to the pending Homeowners Association (HOA) approval process. We are currently waiting for the final [Certificate of Approval/Estoppel Letter/Approval Letter] from the [HOA Name].

We are working diligently with the association to expedite this process. Based on current communication with the HOA, we propose a new tentative closing date of [New Proposed Date].

We will provide further updates as soon as the official documentation is received. We apologize for any inconvenience this delay may cause.

Please contact me at [Phone Number] or [Email Address] if you have any questions.

Sincerely,

[Your Name]
[Your Title/Company Name]