

Date: [Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Delayed Closing - [Property Address/Project Name]

Dear [Recipient Name],

This letter serves as formal notice that the scheduled closing date for the above-referenced transaction, originally set for [Original Closing Date], must be postponed.

The delay is due to the fact that our office has not yet received all necessary closing documentation. Specifically, the following items are currently outstanding:

- [List Missing Document 1]
- [List Missing Document 2]
- [List Missing Document 3]

As a result, we are unable to proceed with the final signing and funding at this time. We are working diligently to resolve these issues. Our new anticipated closing date is [New Closing Date], pending the receipt and verification of the items listed above.

We apologize for any inconvenience this may cause and will provide further updates as soon as the documentation is finalized. If you have any questions or can assist in providing these documents, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]