

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Delay in Closing - [Property Address/Escrow Number]

Dear [Recipient Name],

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

The delay is due to outstanding escrow processing requirements that have not yet been finalized. We are working closely with the escrow company to resolve these administrative matters as quickly as possible.

The new anticipated closing date is [New Closing Date]. We will provide further updates should there be any additional changes to this timeline.

We apologize for any inconvenience this may cause and appreciate your patience as we finalize the remaining paperwork.

Sincerely,

[Your Signature]
[Your Printed Name]