

[Date]

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

RE: Notice of Delayed Closing - [Property Address]

Dear [Recipient Name],

This letter is to formally notify you that the scheduled closing for the property located at [Property Address], originally set for [Original Closing Date], must be postponed.

The delay is due to the fact that the professional property survey has not yet been completed. As a completed survey is a requirement for [financing approval/title insurance/finalizing the deed], we are unable to proceed with the closing until this document is received and reviewed.

We are currently in contact with the surveyor, and the new estimated completion date for the survey is [Expected Date]. Based on this timeline, we propose a new closing date of [New Proposed Closing Date].

We apologize for any inconvenience this delay may cause and will provide further updates as soon as the survey is finalized. Please sign below to acknowledge your agreement to this extension.

Sincerely,

[Your Name]  
[Your Phone Number]  
[Your Email Address]

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**Acknowledgment of Extension:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_