

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Delayed Closing and Mutual Extension Agreement

Property Address: [Property Address]
Contract Date: [Original Contract Date]

Dear [Recipient Name],

This letter serves as formal notice regarding the delay of the closing for the above-referenced property, originally scheduled for [Original Closing Date].

Pursuant to the mutual agreement reached between the Buyer and the Seller, both parties have agreed to extend the closing date. This extension is necessary due to [Brief Reason for Delay, e.g., outstanding title issues, financing processing, or repairs].

The new agreed-upon closing date is [New Closing Date]. All other terms and conditions of the original Purchase Agreement remains in full force and effect.

Please acknowledge your receipt of this notice and your continued agreement to these revised terms by signing below or providing written confirmation via your legal representative.

Sincerely,

[Sender Signature]

[Sender Printed Name]

Acknowledgment of Extension:

[Name of Party 1] / Date

[Name of Party 2] / Date