

[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 that the closing date for the property located at [Property Address], originally scheduled for [Original Closing Date], will be delayed.

The delay is necessary to address and resolve specific items identified during the home inspection. Specifically, the following resolutions are currently being processed: [Briefly list repairs or inspection items].

We are working diligently to complete these requirements. The new anticipated closing date is [New Closing Date].

Please acknowledge receipt of this notice. We apologize for any inconvenience this adjustment may cause and appreciate your cooperation in ensuring the property meets the agreed-upon standards.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Phone Number]