

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

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

RE: Notice of Delay Regarding Financing for [Property Address]

Dear [Seller Name],

I am writing to formally notify you of an unexpected delay in the final approval of my financing for the purchase of the property located at [Property Address].

Due to [briefly state reason, e.g., additional documentation requests / administrative processing delays at the lender], my mortgage lender requires additional time to complete the underwriting process. As a result, we will be unable to meet the original closing date of [Original Closing Date].

I am working closely with my loan officer to expedite the process. Based on the current status provided by the lender, I am requesting that the closing date be extended to [New Proposed Closing Date].

I remain fully committed to completing this purchase and sincerely apologize for any inconvenience this delay may cause. Please let me know if the proposed new date is acceptable, or if you would like to discuss an alternative timeline.

Thank you for your patience and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

---

Acknowledged and Agreed to by Seller:

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