

[Date]

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

RE: Notice of Closing Delay - Title Clearance Issues

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

Dear [Recipient Name],

This letter serves as formal notification that the scheduled closing date for the above-referenced property, originally set for [Original Closing Date], will be delayed.

The delay is due to outstanding title clearance issues that must be resolved to ensure the conveyance of a clear and marketable title. Specifically, the following matters are currently being addressed: [Briefly list issues, e.g., unsatisfied liens, unrecorded documents, or boundary disputes].

Our team is working diligently with the title company and relevant parties to rectify these items. At this time, we anticipate being able to close on or before [New Proposed Closing Date].

We apologize for any inconvenience this may cause and will provide further updates as soon as the title is cleared for closing. Please acknowledge receipt of this notification by signing below or contacting our office.

Sincerely,

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

Acknowledgment of Receipt:

Signature: _____ Date: _____