

[Date]

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

Re: Loan Application Number: [Loan Number]  
Property Address: [Subject Property Address]

Dear [Borrower Name],

We are writing to inform you of a delay regarding the closing of your mortgage loan. Unfortunately, we have encountered an unexpected delay in the processing of the professional appraisal report for the property listed above.

Due to this delay, the original closing date of [Original Closing Date] will need to be rescheduled. Our team is working closely with the appraisal management company to expedite the completion and review of the report.

**Current Status:** [Status Update, e.g., Awaiting final inspector signatures / Pending additional market data]

**Estimated New Closing Date:** [New Estimated Date]

We apologize for any inconvenience this may cause to your moving plans or lock-in period. If your interest rate lock is set to expire before the new closing date, your loan officer will contact you shortly to discuss extension options.

We will notify you immediately once the appraisal has been received and cleared by our underwriting department. If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Lending Institution Name]