

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Delay in Closing - [Property Address]**

Dear [Recipient Name],

This letter serves as formal notification that the scheduled closing date for the property located at [Property Address], originally set for [Original Closing Date], will need to be postponed.

The delay is due to the following pending repairs that have not yet been completed to the required standards:

- [Repair Item 1]
- [Repair Item 2]
- [Repair Item 3]

We are working diligently with the contractors to ensure these items are addressed as quickly as possible. We currently anticipate that these repairs will be finished by [Expected Completion Date].

Based on this timeline, we propose a new closing date of [New Proposed Closing Date]. Please review this date and confirm if it is acceptable, or contact us to coordinate an alternative timeframe.

We apologize for any inconvenience this delay may cause and appreciate your patience as we ensure the property is in the agreed-upon condition.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]