

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notification of Closing Delay - [Property Address]**

Dear [Recipient Name],

This letter is to formally notify you that the scheduled closing date for the property located at [Property Address], originally set for [Original Closing Date], must be postponed.

The delay is due to the pending Homeowners Association (HOA) approval process. We are currently awaiting the final [Certificate of Approval / Estoppel Letter / Compliance Inspection] from the [Name of HOA] Association. As per the governing documents, this approval is a required condition for the transfer of title.

We are actively working with the association to expedite this paperwork. Based on the current status, we propose a new tentative closing date of [New Proposed Date].

We apologize for any inconvenience this may cause and will provide further updates as soon as the documentation is received. Please contact [Contact Name] at [Phone Number/Email] if you have any questions regarding this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]