

Date: [Insert Date]

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

Subject: Notification of Delay in Closing - [Property Address / Loan Number]

Dear [Recipient Name],

This letter is to formally notify you that the scheduled closing date of [Original Closing Date] for the above-referenced transaction will be delayed.

The delay is due to outstanding documentation required to finalize the process. Specifically, we are missing the following items:

- [Item 1: e.g., Proof of Homeowners Insurance]
- [Item 2: e.g., Signed Disclosure Forms]
- [Item 3: e.g., Updated Bank Statements]

To prevent further delays, please provide the requested documents by [Due Date]. Once all paperwork is received and verified, we will coordinate with all parties to set a new closing date.

We apologize for any inconvenience this may cause. If you have already sent these documents or have any questions, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]