

[Current Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

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

Dear [Buyer Name],

This letter is to formally notify you of a delay regarding the closing date for the property located at [Property Address], currently scheduled for [Original Closing Date].

Due to unforeseen circumstances related to my relocation process, specifically [Reason: e.g., a delay in the completion of my new residence / logistical issues with the moving company], I am unable to vacate the property by the original date.

I would like to request an extension of the closing date to [Proposed New Closing Date].

I sincerely apologize for any inconvenience this may cause and am committed to ensuring a smooth transition. Please let me know if this new date is acceptable, or if you would like to discuss alternative arrangements, such as a temporary lease-back agreement.

I look forward to hearing from you or your representative soon.

Sincerely,

[Seller Signature]

[Seller Name]

[Phone Number]

[Email Address]