

[Date]

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

RE: Notice of Delay in Escrow Funding - [Property Address/Escrow Number]

Dear [Recipient Name],

This letter serves as formal notification regarding a delay in the funding and closing of the escrow account for the property located at [Property Address].

The original scheduled closing date was [Original Date]. Due to [Reason for Delay, e.g., outstanding documentation, lender processing time, or appraisal updates], the funding process has been delayed.

We are working diligently to resolve this matter. The new estimated closing and funding date is [New Date].

We apologize for any inconvenience this may cause and will provide further updates as they become available. Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions regarding this status change.

Sincerely,

[Your Name]
[Your Title/Company Name]