

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

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

Dear [Recipient Name],

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

During the final walkthrough conducted on [Date], the following unresolved issue(s) were identified:

- [Description of Issue 1]
- [Description of Issue 2]

Per the terms of our purchase agreement, the property must be delivered in the agreed-upon condition. As these items remain incomplete or damaged, we are unable to proceed with the signing at this time.

The new proposed closing date is [New Proposed Date], pending verification that all repairs have been completed and inspected. Please provide written confirmation once these issues have been rectified so that a follow-up walkthrough can be scheduled.

Please contact me at [Your Phone Number] or [Your Email] to discuss the timeline for these repairs.

Sincerely,

[Your Signature]
[Your Printed Name]