

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

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

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

Dear [Recipient Name],

I am writing to formally notify you of a delay regarding the scheduled closing date for the property located at [Property Address], originally set for [Original Closing Date].

Due to unforeseen circumstances involving [briefly mention reason, e.g., unexpected financing delays / title issues / property damage / legal documentation delays], we are unable to meet the original closing deadline. We are working diligently to resolve this matter as quickly as possible.

Based on the current situation, we propose a new closing date of [New Proposed Date]. We apologize for any inconvenience this may cause and appreciate your patience as we finalize the remaining requirements.

Please confirm if this new date is acceptable or contact me at [Phone Number] or [Email Address] to discuss an alternative arrangement.

Sincerely,

[Your Signature]
[Your Printed Name]