

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

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

RE: Notice of Delay and Request for Extension - Title Search for [Property Address/File Number]

Dear [Recipient Name],

This letter is to formally notify you of a delay in completing the title search for the property located at [Property Address].

Due to [Reason for Delay, e.g., backlog at the County Recorder's office / incomplete historical records / unexpected legal complexities], the title report is not yet finalized. As a result, we are unable to meet the original deadline of [Original Date].

To ensure a thorough and accurate review of the title, we respectfully request an extension of the contingency period until [New Proposed Date]. We anticipate that the search will be completed and the results delivered to all parties on or before this date.

Please acknowledge your agreement to this extension by signing below and returning a copy of this letter, or by providing written confirmation via email.

Thank you for your patience and cooperation in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledgment of Extension:

I/We hereby agree to extend the title search deadline to [New Proposed Date].

Signature: _____ Date: _____
Name: [Recipient Name]