

[Date]

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

Re: Status Update regarding Closing for [Property Address / Loan Number]

Dear [Recipient Name],

We are writing to provide an update regarding the preparation of the closing documents for the above-referenced transaction.

Due to [Reason for Delay, e.g., outstanding title clearance / final appraisal review / administrative processing], there has been a delay in finalizing the closing package. As a result, we will not be able to meet the originally scheduled closing date of [Original Date].

Our team is working diligently to resolve these items. We currently anticipate that the documents will be ready for review by [New Expected Date]. We will contact you immediately once the package is complete to confirm the new signing appointment.

We apologize for any inconvenience this delay may cause. If you have any questions regarding this update, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Company Name]
[Your Title]