

Mortgage Closing Date Change Notification

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

We are writing to inform you that there has been a change to the closing date for your mortgage transaction originally scheduled for [Original Closing Date]. The new closing date is now set for [New Closing Date].

We understand that changes in schedules can be inconvenient, and we apologize for any disruption this may cause. This adjustment was made to accommodate [brief explanation for the change, if applicable].

Please let us know if you have any questions or concerns regarding this change. You can reach us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]