

Apology for Delay in Mortgage Closing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the delay in the closing of your mortgage, which was originally scheduled for [original closing date]. We understand that this may cause you inconvenience and stress, and for that, we are truly sorry.

The delay has arisen due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, document issues, etc.]. Please be assured that we are actively working to resolve these issues as quickly as possible.

We appreciate your patience and understanding during this time. We are committed to keeping you informed and will provide updates as we move forward in the process. We are aiming to reschedule the closing for [proposed new closing date], and we hope this is acceptable to you.

If you have any questions or need further assistance, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding, and once again, I apologize for any inconvenience this may have caused.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]