

# Mortgage Closing Delay Explanation

Date: [Insert Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip]

Dear [Borrower's Name],

We hope this message finds you well. We are reaching out to inform you about a delay in the closing of your mortgage originally scheduled for [original closing date].

The delay is due to [specific reason for the delay, e.g., "the late arrival of certain required documents" or "pending approval from the underwriting department"]. We understand how important this closing date is for you and we are working diligently to resolve these issues as quickly as possible.

We are currently in the process of [briefly explain the steps being taken to resolve the issue]. We anticipate that we will be able to close by [new estimated closing date].

We appreciate your patience and understanding during this time. Please feel free to reach out to us at [contact information] if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]