

# Mortgage Closing Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request an extension for the closing of my mortgage on the property located at [Property Address]. The original closing date is set for [Original Closing Date], and I am requesting a new closing date of [Requested Closing Date].

This request is due to [brief explanation of reason for extension, e.g., delays in paperwork, personal circumstances, etc.]. I understand the importance of adhering to the timeline and appreciate your understanding in this matter.

I am committed to ensuring all necessary documentation is completed for a smooth closing process and will work diligently to meet the new proposed date. Please let me know if there are any forms or additional information needed to facilitate this extension.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]