Mortgage Closing Process Delay Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

I hope this message finds you well. I am writing to inform you that there has been a delay in the closing process of your mortgage application.

Unfortunately, due to [reason for delay, e.g., "pending documentation" or "unforeseen circumstances"], we have encountered a setback that requires additional time to resolve.

We are working diligently to address the issue and anticipate that we will be able to proceed with the closing by [new estimated closing date]. We appreciate your understanding and patience during this time.

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].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]