

# Mortgage Closing Timeline Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the timeline for the closing of my mortgage for the property located at [Property Address].

Due to [reason for adjustment, e.g., delays in documentation, scheduling conflicts], I would like to propose that we adjust the closing date from [original closing date] to [proposed new closing date].

I understand that this may require adjustments on your end as well, and I appreciate your cooperation and understanding in this matter. Please let me know if the proposed date works for your schedule or if there are any other considerations we need to discuss.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]