

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a delay regarding the purchase of the property located at [Property Address].

Due to [reason for the delay such as unforeseen circumstances, financing issues, etc.], we regret to inform you that the timeline for the completion of this transaction has been affected. We understand the importance of this purchase and are committed to resolving these issues promptly.

We anticipate that we will be able to move forward with the process by [provide a new estimated timeline if possible]. We appreciate your understanding and patience during this time.

Please feel free to reach out to me directly at [Your Contact Information] if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]