

Postponement Notice

Date: [Insert Date]

From: [Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Address] [City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that the planned real estate transaction scheduled for [Original Date] regarding the property located at [Property Address] will be postponed.

The new proposed date for the transaction is [New Date]. This postponement is necessary due to [briefly explain the reason for postponement]. We appreciate your understanding in this matter.

Please confirm your availability for the new date or suggest an alternative date that works for you. We aim to proceed with this transaction as smoothly as possible.

Thank you for your cooperation. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name] [Your Title] [Your Company Name]