

Revised Timeline for Real Estate Closing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Revised Timeline for Closing on [Property Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a revised timeline regarding the closing process for the property located at [Property Address]. Please find the updated schedule below:

- **Final Inspection:** [Insert Date]
- **Loan Approval:** [Insert Date]
- **Closing Disclosure Issued:** [Insert Date]
- **Closing Date:** [Insert Date]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to ensure a smooth closing process. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]