

Extension Confirmation for Purchase Agreement Deadline

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the extension of the deadline for the purchase agreement regarding [Property/Item Description]. The new deadline for the agreement is now set for [New Deadline Date].

Please ensure that all necessary documents and conditions are met by the new deadline to facilitate a smooth transaction.

Thank you for your understanding and cooperation. If you have any questions, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]