

Notification of Extended Purchase Agreement Deadline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the deadline for the purchase agreement regarding [Description of the Property or Item] has been extended.

The new deadline is now set for [New Deadline Date]. This extension has been granted to allow for additional considerations and discussions regarding the terms of the agreement.

Please do not hesitate to reach out if you have any questions or require further clarification regarding this matter.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]