

Notification of Purchase Agreement Deadline Extension

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to inform you that the deadline for the purchase agreement concerning [Property/Item Description] has been extended. The new deadline is [New Deadline Date].

This extension has been mutually agreed upon due to [Reason for Extension]. We believe this additional time will allow both parties to finalize all necessary details successfully.

Please feel free to reach out if you have any questions or need further clarification regarding this change. We appreciate your cooperation and look forward to continuing our positive collaboration.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]