

Purchase Agreement Deadline Extension Justification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension on the deadline for the purchase agreement dated [Insert Original Agreement Date]. Due to [briefly explain justification, e.g., "unexpected circumstances related to financing" or "delays in inspections"], we are unable to meet the original timeline.

We understand the importance of adhering to deadlines and assure you that we are committed to finalizing this agreement as promptly as possible. Therefore, we kindly ask for an extension until [Insert Requested New Deadline], which would allow us to adequately address these issues.

We appreciate your understanding and consideration of our request. We look forward to your prompt response to move forward in a positive direction.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Company Name]