

# Purchase Agreement Deadline Extension Proposal

Date: [Insert Date]

[Buyer's Name] [Buyer's Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Seller's Name] [Seller's Address] [City, State, Zip Code]

Dear [Seller's Name],

I am writing to formally request an extension on the deadline for the purchase agreement dated [Insert Original Agreement Date] regarding the property located at [Insert Property Address]. Due to [insert reason for the extension request], I believe that an extension would be beneficial for both parties.

Initially, the deadline is set for [Insert Original Deadline Date], and I kindly propose to extend this deadline to [Insert Proposed New Deadline Date]. I am confident that this additional time will allow us to complete the necessary steps without undue pressure.

Please let me know if you would be amenable to this proposal or if we can discuss this matter further. I appreciate your attention to this request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Buyer's Name] [Buyer's Signature (if sending a hard copy)]