

Date: [Insert Date]

To: [Buyer Name]
[Buyer Address]
[City, State, Zip Code]

Subject: Notice of Delay and Request for Commitment Extension

Dear [Buyer Name],

This letter is regarding the Purchase Agreement dated [Original Agreement Date] for the property/goods located at [Description/Address of Order].

Due to unforeseen circumstances involving [Reason for Delay, e.g., supply chain issues, logistical delays, or permit processing], we are unable to meet the original delivery/closing date of [Original Date].

We are working diligently to resolve this matter and now estimate the new completion date to be [New Proposed Date]. Consequently, we are requesting an extension of our commitment under the following terms:

- **Original Deadline:** [Date]
- **Proposed Extended Deadline:** [Date]

All other terms and conditions of the original agreement shall remain in full force and effect. We apologize for any inconvenience this delay may cause and appreciate your patience.

Please acknowledge your acceptance of this extension by signing below and returning a copy of this letter by [Deadline for Response Date].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]

ACKNOWLEDGED AND AGREED:

[Buyer Signature]

Date: _____