

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Extension of Commitment Period for Title Clearance - [Property Address/Reference Number]

Dear [Recipient Name],

We are writing regarding the title clearance process for the property located at [Property Address]. Due to unforeseen administrative delays in obtaining the necessary documentation from [Name of Office/Entity], the initial commitment period is scheduled to expire on [Original Expiration Date].

We are committed to resolving the outstanding title issues and are working diligently to finalize the clearance. Consequently, we hereby request an extension of the commitment period until [New Proposed Date].

This extension will allow sufficient time for the following actions to be completed:

- [Action 1, e.g., Receipt of discharge papers]
- [Action 2, e.g., Final review of public records]

All other terms and conditions of the original agreement shall remain in full force and effect. Please acknowledge your acceptance of this extension by signing below and returning a copy to our office.

Thank you for your patience and cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgment of Extension:

I/We hereby agree to the extension of the commitment period as stated above.

Signature: _____ Date: _____