

Re:

Premises:

Dear

The above contract calls for a closing date of _____, 20____. The seller is ready, willing and able to deliver title and close in accordance with the terms and conditions of the contract dated _____, 20____.

Accordingly, the seller does hereby set _____ as a closing date, **TIME BEING OF THE ESSENCE** at the office of _____ located at _____ wherein the seller will deliver and tender the deed and all other necessary closing documents pursuant to contract.

Failure to close on this date will result in a breach of contract including but not limited to the retention of the down payment.

A copy of this notice is also being sent directly to your clients.

Very truly yours,

cc: