

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Denial of Request for Extension of Time

Dear :

We are unable to grant you an extension of time regarding your decision to purchase the house located at {address}. We have many interested buyers wanting to make bids on the piece of real estate. We believe this to be a prime piece of property in one of the most sought after locations in the area. A decision for this house should not need the amount of time you are requesting. Therefore, the date of {date} holds firm. If we have not heard from you by 5:00 p.m. of this date, you will be void of this offer and we will consider the other offers made to us.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E