

Attorney's Law Firm  
Or  
Letterhead

Counsel

Address

Date

, Esq.

, NY  
Tel.:  
Fax:

**Re:      and                               Premises:**

Dear:

**Re:**

Dear

The above contract calls for a closing date of , 2002. The seller is ready, willing and able to deliver title and close in accordance with the terms and conditions of the contract dated , .

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: