

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

Subject: Acknowledgment of Earnest Money Deposit

I am writing to acknowledge the receipt of the earnest money deposit for the property located at [Property Address].

Transaction Details:

- Deposit Amount: \$[Amount]
- Date Received: [Date]
- Buyer: [Buyer's Name]
- Seller: [Seller's Name]
- Property Identification: [Property Description or MLS Number]

This deposit will be held in accordance with the terms outlined in the purchase agreement and will be applied towards the total purchase price at closing. Please retain this letter for your records.

If you have any questions or need further assistance, feel free to contact me.

Thank you for your prompt attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]
[Company Name (if applicable)]