

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Intent to Submit Earnest Money Deposit

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my intent to submit an earnest money deposit for the property located at [Property Address].

I understand that the agreed-upon earnest money amount is [Amount] and that it will be held in trust until the closing of the sale. This deposit demonstrates my serious intent to proceed with the purchase and my commitment to the terms outlined in the purchase agreement.

Please let me know the next steps and how I should provide the earnest money deposit. I look forward to finalizing this transaction and moving forward with the purchase.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]