

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

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

Subject: Earnest Money Deposit for Commercial Property

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm my earnest money deposit for the commercial property located at [Property Address], as per our purchase agreement dated [Agreement Date].

Amount of Deposit: \$[Deposit Amount]

Method of Payment: [e.g., check, wire transfer]

Date of Deposit: [Date of Deposit]

This deposit serves to demonstrate my serious intent to purchase the property and will be applied toward the purchase price upon successful closing.

Please confirm receipt of this deposit at your earliest convenience.

Should you require any additional information or documentation, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]