

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Real Estate Agency/Company Name]
[Agency Address]
[City, State, Zip Code]

Subject: Earnest Money Deposit

Dear [Recipient's Name],

I am writing to confirm the earnest money deposit for the property located at [Property Address]. As part of our purchase agreement dated [Date of Agreement], I am enclosing a check in the amount of [Amount] as my earnest money deposit.

This deposit serves to demonstrate my good faith in proceeding with the purchase of the aforementioned property and shall be held in trust until the transaction is finalized or otherwise agreed upon.

Please acknowledge receipt of this earnest money deposit, and feel free to contact me if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]