

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Real Estate Agency Name]  
[Company 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 per the purchase agreement dated [Date of Agreement], I am submitting a deposit in the amount of [Deposit Amount]. This deposit is intended to demonstrate my serious intent to purchase the property.

Please find the deposit attached in the form of [check/cash/wire transfer, etc.]. The funds should be held in an escrow account as specified in the agreement until the closing of the sale, which is anticipated to occur on or before [Closing Date].

Thank you for your assistance. Please feel free to contact me if you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]