

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

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

Subject: Earnest Money Deposit Notification

Dear [Recipient Name],

I hope this message finds you well. This letter is to formally notify you of the earnest money deposit related to the property purchase at

[Property Address].

As per our agreement dated [Agreement Date], I have made an earnest money deposit of \$[Deposit Amount] to demonstrate my serious intent to proceed with this transaction. The deposit has been made on [Deposit Date] and is being held in escrow by [Escrow Company Name].

Please find attached the receipt of the earnest money deposit for your records. If you have any questions or require further information, feel free to contact me at your convenience.

Thank you, and I look forward to moving ahead with this transaction.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]