

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the earnest money deposit for the purchase of the property located at [Property Address].

As per our agreement dated [Date of Agreement], the earnest money amount of [Amount] is to be submitted to secure the transaction. This deposit is a crucial step to demonstrate our commitment to proceeding with the purchase.

Please find the payment instructions below:

[Payment Instructions]

Should you have any questions or require further information, feel free to contact me at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]