

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

[Recipient Name]
[Recipient Title]
[Company/Real Estate Agency Name]
[Company Address]
[City, State, Zip Code]

Subject: Earnest Money Deposit for [Property Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my earnest money deposit in connection with the purchase agreement for the property located at [Property Address].

As per our agreement dated [Date of Agreement], I am enclosing a check in the amount of [Deposit Amount] as the earnest money deposit. This deposit signifies my serious intent to proceed with the purchase and adhere to the terms outlined in the contract.

Please find attached the check for the designated amount, and kindly confirm receipt at your earliest convenience. I appreciate your assistance in facilitating this transaction and look forward to moving ahead smoothly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]