

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

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

Subject: Earnest Money Deposit Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement concerning the earnest money deposit related to the property located at [Property Address].

1. ****Transaction Details:****

- Buyer: [Buyer's Full Name]
- Seller: [Seller's Full Name]
- Property Address: [Complete Property Address]
- Purchase Price: \$[Amount]

2. ****Earnest Money Deposit:****

- Amount: \$[Deposit Amount]
- Payment Method: [Check, Wire Transfer, etc.]
- Due Date: [Date by which the deposit must be made]

3. ****Purpose of Earnest Money:****

The earnest money deposit demonstrates the buyer's good faith intent to purchase the property and will be applied towards the purchase price at closing.

4. ****Refund Conditions:****

The earnest money deposit will be refunded to the buyer under the following conditions:

- [Condition 1]
- [Condition 2]

5. ****Default Terms:****

If the transaction fails due to buyer default, the seller may retain the earnest money deposit as liquidated damages, unless otherwise agreed. Please sign below to acknowledge acceptance of this earnest money deposit agreement.

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledged and Accepted by:

[Recipient's Signature]
[Recipient's Printed Name]
[Date]