

Date: [Date]

Applicant Name: [Applicant Name]

Application ID: [Application Number]

Property Address: [Property Address]

Subject: NOTICE OF APPLICATION SUSPENSION - MISSING EARNEST MONEY

Dear [Applicant Name],

This letter is to inform you that your application for the property located at [Property Address] has been placed on hold and is currently suspended.

According to our records and the terms of the application agreement, a required Earnest Money deposit of \$[Amount] was due by [Due Date]. As of the date of this letter, we have not received these funds.

Please be advised that we cannot continue processing your application or hold the property for you until the deposit is received in full. Failure to provide the Earnest Money by [Final Deadline Date] will result in the formal cancellation of your application, and the property will be returned to the active market for other applicants.

You may submit your payment via the following method: [Payment Method/Link].

If you have already sent the payment, please provide a receipt or transaction confirmation number to [Contact Email/Phone] so we can update your file.

Sincerely,

[Your Name/Management Name]

[Company Name]

[Phone Number]