

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

[Date]

[Recipient Name]
[Title, e.g., Escrow Officer/Agent]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Earnest Money Deposit Documentation for [Property Address]

Dear [Recipient Name],

I am writing to formally request a copy of the official documentation confirming the receipt and deposit of my earnest money for the purchase of the property located at [Property Address].

The deposit in the amount of \$[Amount] was submitted on [Date] via [Method of Payment, e.g., Wire Transfer/Check].

Please provide a copy of the following:

- A signed receipt of the deposit.
- Confirmation of the escrow account where the funds are being held.
- A copy of the cleared check or wire confirmation (if applicable).

This documentation is required for my mortgage lender to finalize my loan application. Please send these documents to me via email at [Your Email Address] at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]