

Date: [Insert Date]

To: [Name of Recipient/Escrow Agent]

[Company Name]

[Address]

Re: Request for Earnest Money Receipt - [Property Address]

Dear [Recipient Name],

Our records indicate that the file for the above-mentioned property is currently incomplete. We are missing the official Earnest Money Receipt for the transaction.

Please provide a copy of the receipt showing the date and amount of the deposit held in escrow. This documentation is required to finalize the file and ensure compliance.

You may send the document via email to [Email Address] or upload it to our portal.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]