

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

[Date]

[Escrow Officer/Closing Agent Name]
[Title]
[Escrow/Title Company Name]
[Address]
[City, State, Zip Code]

RE: Missing Earnest Money Deposit Verification

Property Address: [Property Address]
Escrow/File Number: [Escrow Number]

Dear [Escrow Officer Name],

I am writing to formally request verification regarding the Earnest Money Deposit (EMD) for the aforementioned real estate transaction. According to the Purchase Agreement dated [Date], a deposit in the amount of \$[Amount] was to be received and held in your escrow account.

As of [Current Date], we have not received a formal receipt or confirmation that these funds have been cleared and credited to the file. Please provide a written verification of receipt or a copy of the escrow ledger showing the current status of the deposit.

If the funds have not yet been received, please notify me immediately so that I may contact the appropriate parties to rectify the situation.

Thank you for your prompt attention to this matter. I look forward to receiving the verification by [Date/Time].

Sincerely,

[Your Signature]

[Your Printed Name]