

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

[Date]

[Loan Officer Name]  
[Lending Institution Name]  
[Institution Address]  
[City, State, Zip Code]

RE: Earnest Money Deposit Verification  
Applicant Name: [Your Name]  
Loan Application Number: [Loan Number]  
Property Address: [Subject Property Address]

Dear [Loan Officer Name],

In reference to my pending mortgage application for the property located at [Subject Property Address], I am providing the required documentation regarding the earnest money deposit.

An earnest money deposit in the amount of \$[Amount] was submitted to [Escrow Company/Title Company Name] on [Date].

Attached to this letter, please find the following supporting documents for your review:

- A copy of the cancelled earnest money check (front and back) or wire transfer confirmation.
- A bank statement showing the withdrawal of funds from my account.
- A signed receipt from the escrow agent or a copy of the executed purchase agreement.

Please let me know if any further information is required to clear this condition and proceed with the underwriting process.

Sincerely,

[Your Signature]

[Your Printed Name]