

Date: [Insert Date]

To: [Name of Recipient/Buyer/Escrow Agent]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: NOTICE OF MISSING EARNEST MONEY FUNDS

Property Address: [Insert Property Address]

Purchase Contract Date: [Insert Date of Agreement]

Dear [Recipient Name],

This letter serves as formal notice that the Earnest Money Deposit required under the terms of the above-referenced Purchase Contract has not been received.

According to Section [Insert Section Number] of the agreement, the funds in the amount of \$[Insert Amount] were due to be deposited with [Insert Name of Escrow Holder] by [Insert Deadline Date/Time].

As of the date of this letter, we have received no confirmation of this deposit. Please be advised that failure to provide these funds constitutes a default under the terms of the contract.

Please provide proof of the wire transfer or delivery of funds immediately, but no later than [Insert Grace Period Deadline, e.g., 24 hours], to cure this default. Failure to do so may result in the Seller exercising their right to terminate the agreement and seek any available legal remedies.

Sincerely,

[Your Name/Signature]

[Your Title, e.g., Listing Agent/Seller]

[Your Phone Number]

[Your Email Address]

CC: [Insert Name of Co-operating Broker or Attorney]