

Date: [Insert Date]

To: [Recipient Name/Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Outstanding Earnest Money Verification

Property Address: [Insert Property Address]
Contract Date: [Insert Date of Contract]

Dear [Recipient Name],

This letter serves as a formal notification regarding the earnest money deposit for the above-referenced real estate transaction. According to our records and the terms of the Purchase Agreement, the verification of the earnest money deposit is currently outstanding.

The contract required a deposit in the amount of \$[Insert Amount] to be held by [Name of Escrow Agent/Title Company]. To date, we have not received the required confirmation or escrow letter verifying that these funds have been collected and are being held in a dedicated account.

Please provide written verification of the deposit no later than [Insert Deadline Date/Time]. Failure to provide this verification may result in a formal notice of default or the exercise of termination rights as outlined in the agreement.

Please forward the verification document to [Your Name/Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Role]
[Your Phone Number]