

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

[Date]

[Seller's Name or Real Estate Agent Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Cancellation of Purchase Offer for [Property Address]

Dear [Name of Seller or Agent],

I am writing to formally notify you of my decision to withdraw and cancel my offer to purchase the property located at [Property Address], which was submitted on [Date of Offer].

Pursuant to the terms of the purchase agreement, I am exercising my right to cancel due to [Reason for cancellation, e.g., unsatisfactory home inspection, inability to secure financing, or during the due diligence period].

As a result of this cancellation, I request that the earnest money deposit in the amount of \$[Amount] be returned to me in full. Please acknowledge receipt of this letter and provide confirmation that the offer is officially void.

Thank you for your time and cooperation regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]