

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

[Date]

[Seller's Name or Listing Agent's Name]
[Brokerage Firm Name]
[Address]
[City, State, Zip Code]

RE: Notice of Termination of Purchase Offer

Property Address: [Full Property Address]

Dear [Seller Name or Agent Name],

Please accept this letter as formal notification that I am withdrawing my offer and/or terminating the Purchase Agreement dated [Date of Agreement] for the property located at the address referenced above.

This termination is being exercised in accordance with the following contingency/clause outlined in the contract:

[Insert Reason, e.g., Inspection Contingency, Financing Contingency, Attorney Review, or Mutual Cancellation]

Pursuant to this termination, I am formally requesting the full release and return of my earnest money deposit in the amount of \$[Amount] to be delivered to [Your Name/Escrow Agent].

Please acknowledge receipt of this notice and provide the necessary release documents for signature at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]