

Date: [Insert Date]

To: [Escrow Agent/Title Company Name]

Address: [Company Address]

Email: [Contact Email]

RE: Earnest Money Deposit Instructions

Property Address: [Insert Property Address]

Escrow/File Number: [Insert Number, if known]

Buyer: [Insert Buyer Name]

Seller: [Insert Seller Name]

Dear [Escrow Officer Name],

Pursuant to the Purchase and Sale Agreement dated [Date of Agreement], please find the instructions for the initial Earnest Money Deposit (EMD) for the above-referenced transaction.

Deposit Amount: \$[Insert Amount]

Delivery Method:

The funds will be delivered via [Wire Transfer / Personal Check / Cashier's Check] on or before [Due Date].

Instructions for Disbursement:

These funds are to be held in your neutral escrow account. You are instructed to hold the deposit until the closing of this transaction, at which time the funds shall be applied to the Buyer's down payment and/or closing costs. In the event the transaction does not close, the funds shall be released only upon written mutual instruction from both the Buyer and the Seller or by a court order.

Please provide a confirmation of receipt once the funds have been successfully deposited.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Phone Number]

CC: [Real Estate Agent Name]