

[Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Earnest Money Deposit for [Property Address]

Dear [Buyer Name],

I hope you are doing well. This is a friendly reminder regarding the Earnest Money Deposit (EMD) for the purchase of the property located at [Property Address].

According to our purchase agreement dated [Date of Agreement], the deposit of \$[Amount] was due to be delivered to [Escrow/Title Company Name] by [Due Date].

Our records indicate that the deposit has not yet been received. To ensure the transaction stays on schedule and to satisfy the terms of the contract, please arrange for the funds to be sent at your earliest convenience.

If you have already sent the payment, please disregard this notice. If you have any questions or need the wiring instructions again, please feel free to contact me directly.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]