

Date: [Date]

[Escrow Agent Name]

[Escrow Company Name]

[Address]

[City, State, Zip Code]

RE: Earnest Money Deposit Instructions

Property Address: [Full Property Address]

Escrow/File Number: [Escrow Number]

To [Escrow Officer Name],

Pursuant to the Purchase and Sale Agreement dated [Agreement Date] between [Buyer Name] ("Buyer") and [Seller Name] ("Seller"), please find the enclosed Earnest Money Deposit in the amount of \$[Amount].

You are hereby instructed to hold these funds in your non-interest bearing trust account. These funds shall be applied toward the purchase price at the time of closing, or otherwise disbursed only upon:

- The successful closing of the transaction;
- Written mutual release instructions signed by both Buyer and Seller;
- A final order from a court of competent jurisdiction.

Please provide a formal receipt of these funds to both the Buyer and the Seller at the email addresses listed below:

Buyer Email: [Buyer Email Address]

Seller Email: [Seller Email Address]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]