

[Date]

[Buyer Name]
[Buyer Address]
[City, State, Zip]

RE: Earnest Money Deposit Instructions

Property Address: [Full Property Address]
Escrow Number: [Escrow/File Number]

Dear [Buyer Name],

In connection with the purchase of the above-referenced property, please follow the instructions below to submit your Earnest Money Deposit (EMD) in the amount of \$[Amount].

The deposit must be received by [Deadline Date/Time].

Option 1: Wire Transfer

Please contact our office at [Phone Number] to verify our wiring instructions via a secure method before initiating any transfer. To prevent wire fraud, never rely solely on account details sent via email.

Option 2: Cashier's Check or Certified Funds

Checks should be made payable to: [Title Company Name]

You may deliver the check to our office at the following address:

[Title Company Name]
[Office Address]
[City, State, Zip]

Option 3: Electronic Deposit (ACH/App)

To deposit funds via our secure online portal, please visit: [URL/Link to Portal]

Please include your Escrow Number [Escrow Number] on all checks or wire descriptions to ensure the funds are credited to the correct file.

If you have any questions, please contact your Escrow Officer, [Officer Name], at [Officer Email] or [Officer Phone].

Sincerely,

[Sender Name]

[Title Company Name]