

[Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

Subject: Next Steps - Earnest Money Deposit Instructions for [Property Address]

Dear [Buyer Name],

Congratulations on being under contract for the property located at [Property Address]. To officially secure the agreement, the next step is to submit your Earnest Money Deposit (EMD).

Please follow the instructions below to ensure your deposit is processed timely and correctly:

1. Deposit Amount: \$[Amount]

2. Due Date: [Date]

3. Payable To: [Escrow/Title Company Name]

4. Delivery Methods:

- **Wire Transfer:** Please contact [Escrow Officer Name] at [Phone Number] to receive secure wiring instructions. *Note: Never send funds based on email instructions alone; always call to verify.*
- **Certified Check/Money Order:** Can be delivered in person or via overnight mail to: [Office Address].
- **Digital Deposit:** [Link to Online Portal, if applicable].

Once the deposit has been made, please send a copy of the receipt or a confirmation number to [Agent Email Address] so we can verify receipt with the Title Company.

Failure to deliver the earnest money by the deadline may result in a breach of contract. If you have any questions regarding this process, please contact me immediately.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]