

Date: [Insert Date]

To: [Buyer Name(s)]

Property Address: [Insert Full Property Address]

Escrow/File Number: [Insert Number]

Dear [Buyer Name],

This letter serves as the official reconciliation statement for the Earnest Money Deposit (EMD) held in escrow regarding the purchase of the property listed above.

The accounting of the funds is as follows:

- **Initial Earnest Money Received:** \$[Amount]
- **Additional Deposits (if any):** \$[Amount]
- **Total Funds Held:** \$[Total Amount]

Disbursement Summary:

- **Applied to Down Payment/Closing Costs:** \$[Amount]
- **Refunded to Buyer:** \$[Amount]
- **Other Disbursements:** \$[Amount] ([Description])

Final Balance Remaining in Escrow: \$0.00

According to our records, all earnest money funds have been fully reconciled and applied to the final settlement of this transaction. If you have any questions regarding these figures, please contact our office immediately.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]