**Date:**

**Attention:** **[Seller Name]**

**Regarding the sale of:** **[Property Address]**

**To:**  **[Buyer Name]**

This letter is to advise you that **[Brokerage Name]** has not received the deposit for the above transaction. Pursuant to the Deposit Clause 1. (a), a condition of the *Agreement of Purchase and Sale*, the buyer was required to submit a $ **[Deposit Amount]** deposit to this brokerage on or before **[Deposit Due Date]**.

As a result, you have two options:

You can instruct your brokerage representative to write an amendment to extend the deposit due date in the Agreement of Purchase and Sale. The amendment will require the signatures of both parties to the transaction.

OR

You are at liberty to declare the contract null and void, which enables you to entertain other offers, however, if you wish to declare the contract null and void, it is recommended that you first discuss this with your lawyer.

Please contact and discuss this matter with your brokerage representative.

Sincerely,

**[Broker/ Industry Member Name]**