

# Escrow Account Reconciliation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a reconciliation of the escrow account associated with [property address or account number]. As of [specific date], I would like to review the transactions and balances in the account to ensure that everything is accurate and accounted for.

Please provide a detailed statement of the escrow account including all deposits, withdrawals, and any associated fees since the inception of the account.

If you require any further information or documentation from my end to facilitate this reconciliation, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]