

Escrow Funding Discrepancy Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a discrepancy regarding the escrow funding associated with [Project/Transaction Name]. After a thorough review of the escrow account records, we have identified a discrepancy amounting to [Discrepancy Amount].

Details of the discrepancy are as follows:

- Escrow Account Number: [Account Number]
- Original Funding Amount: [Original Amount]
- Discrepancy Amount: [Discrepancy Amount]
- Date of Funding: [Date]

We request that you review the information and provide any pertinent documentation or clarification by [Response Deadline]. Resolving this matter promptly will ensure that our transaction proceeds without further delay.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]