

Escrow Account Overpayment Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a refund for the overpayment made to my escrow account. After reviewing my account statements, I have identified an overpayment in the amount of [Insert Amount].

The details of the transaction are as follows:

- Escrow Account Number: [Insert Account Number]
- Property Address: [Insert Property Address]
- Date of Overpayment: [Insert Date]

I kindly ask that you process this refund at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me using the information provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]