

Dispute Letter Regarding Escrow Account Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally dispute discrepancies identified in my escrow account associated with [insert details about the account, including account number and any relevant reference].

Upon reviewing the recent statements dated [insert relevant dates], I have noticed the following discrepancies:

- [Describe discrepancy 1, e.g., incorrect amount credited]
- [Describe discrepancy 2, e.g., missing transaction]
- [Describe discrepancy 3, e.g., fees not accounted for]

I kindly request a thorough review of these discrepancies and a detailed explanation of the account activity. Additionally, please provide me with any supporting documentation that may clarify these issues.

It is important that we resolve this matter promptly to avoid any further complications. I look forward to your response by [insert date, e.g., two weeks from now] to ensure that this issue can be settled swiftly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]