

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Escrow Officer's Name

Escrow Company Name

Company Address

City, State, Zip Code

Dear [Escrow Officer's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my escrow account associated with my mortgage.

Account Number: [Your Account Number]

Property Address: [Your Property Address]

Due to [brief explanation of reason for adjustment, e.g., a change in property taxes, insurance premiums, etc.], I believe that an adjustment is necessary to accurately reflect my current financial obligation.

I kindly ask that you review my escrow account and make the necessary adjustments. If you need any further information or documentation to process my request, 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]