

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Mortgage Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revised mortgage escrow statement for my account with you. My mortgage account number is [Your Account Number].

Upon reviewing my current escrow statement, I have noticed discrepancies that require clarification and potentially an adjustment. To ensure my records are accurate, I would appreciate it if you could provide a detailed breakdown of my escrow account, including any changes in the disbursements or anticipated adjustments for the upcoming year.

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

Sincerely,  
[Your Name]