

# Escrow Agreement Adjustment Request

Date: [Insert Date]

To: [Escrow Agent's Name]  
[Escrow Company's Name]  
[Escrow Company's Address]  
[City, State, Zip Code]

Subject: Request for Adjustment of Fund Disbursement

Dear [Escrow Agent's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the fund disbursement as outlined in the escrow agreement dated [Insert Agreement Date], regarding [Brief Description of Transaction/Property].

Due to [briefly explain reason for adjustment, e.g., unexpected conditions, delays, or additional agreements], we kindly request the following changes to the disbursement schedule:

- [Detail the first adjustment, e.g., "Release \$X amount to [Recipient] by [Date]"]
- [Detail the second adjustment, if applicable]
- [Further adjustments, if applicable]

We believe that these adjustments are essential to align the disbursement with the current circumstances and to facilitate the ongoing process smoothly.

Should you require any additional information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to your confirmation of the adjustments.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]