

Escrow Account Statement Adjustment

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

[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my escrow account statement for the period of [specific period]. Upon reviewing my account statement, I noticed some discrepancies that I would like to address.

Specifically, I have identified the following items that require adjustment:

- [Description of discrepancy 1]
- [Description of discrepancy 2]
- [Description of discrepancy 3]

I believe these adjustments are necessary to accurately reflect the transactions in my account. Please find attached any supporting documentation related to this matter.

I would appreciate your prompt attention to this issue and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]