

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Escrow Agent]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Request for Reconciliation of Escrow Account #[Account Number]

Dear [Recipient Name],

I am writing to formally request a full reconciliation of the funds held in the above-referenced escrow account. Upon reviewing my internal records, I have identified a discrepancy regarding missing funds in the amount of \$[Amount].

According to my documentation, the following transaction(s) appear to be unaccounted for:

- Date of Transaction: [Date]
- Expected Amount: \$[Amount]
- Description: [e.g., Earnest money deposit, partial payment, etc.]

I request that you conduct a thorough audit of the account ledgers and bank statements to locate these funds. Please provide a detailed transaction history and a written explanation of the current account balance within [Number] business days.

Attached are copies of [List any supporting documents, e.g., wire confirmations or receipts] for your reference.

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

Sincerely,

[Your Signature]

[Your Printed Name]