

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lender/Service Name]  
[Escrow Department Address]  
[City, State, Zip Code]

**RE: Notice of Error - Escrow Account Ledger Discrepancy**

**Account Number:** [Your Loan Number]

**Property Address:** [Your Property Address]

Dear Customer Service Department,

I am writing to formally dispute a discrepancy I have identified in my escrow account ledger. After reviewing the recent Escrow Account Disclosure Statement dated [Date of Statement], I believe there is an error regarding the [payments made / disbursements issued / account balance].

Specifically, the following discrepancy exists:

- **Description of Error:** [Describe the error, e.g., missing payment, incorrect tax disbursement, or calculation error]
- **Date of Transaction:** [Date]
- **Amount in Dispute:** \$[Dollar Amount]

I have attached copies of [mention supporting documents, e.g., cancelled checks, property tax receipts, or insurance invoices] which confirm that the ledger provided by your office is inaccurate.

I request that you conduct a full investigation into this matter, correct the ledger balance, and provide me with an updated, accurate Escrow Account History within the timeframe required by the Real Estate Settlement Procedures Act (RESPA).

Please notify me in writing once the correction has been made or if you require further information to resolve this dispute.

Sincerely,

[Your Signature]  
[Your Printed Name]

Enclosures: [List attached documents]