

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

[Date]

[Mortgage Servicer Name]
[Escrow Department Address]
[City, State, Zip Code]

Re: Loan Number: [Your Loan Number]

Dear Customer Service Department,

I am writing to request a clarification regarding the Annual Escrow Analysis Statement dated [Date of Statement] that I recently received for the above-referenced mortgage account.

After reviewing the statement, I would like more information regarding the following item(s):

- [Specify issue, e.g., Increase in monthly payment amount]
- [Specify issue, e.g., Discrepancy in projected property taxes]
- [Specify issue, e.g., Calculation of the required minimum cushion]

Specifically, I have noticed that [provide a brief explanation of the confusion or discrepancy]. Please provide a detailed breakdown or explanation as to why these changes have occurred and how the new monthly escrow requirement was calculated.

If there are errors in the tax or insurance amounts used for this analysis, please let me know what documentation is required from my end to correct these figures. Otherwise, please provide a written response clarifying the points mentioned above.

Thank you for your prompt attention to this matter. I look forward to hearing from you within [Number, e.g., 15] business days.

Sincerely,

[Your Signature]

[Your Printed Name]