

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

[Date]

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

RE: Escrow Account Reconciliation - Loan Number: [Your Loan Number]

Dear [Contact Name or Escrow Department],

I am writing to formally request a reconciliation of my escrow account following the recent transfer of my mortgage servicing from [Previous Lender Name] to [New Lender Name], effective as of [Transfer Date].

According to my records and the final statement provided by the previous servicer, the escrow balance at the time of transfer was \$[Amount]. However, the initial statement from the new servicer reflects a balance of \$[Amount].

Please provide a detailed Escrow Analysis Statement that includes the following:

- A history of all deposits and disbursements made during the transition period.
- Confirmation of property tax and insurance premium payments made to date.
- An explanation of any discrepancies between the two account balances.
- The status of any surplus or shortage identified during the transfer.

I have attached copies of the final statement from my previous lender and the first statement from the new lender for your reference. I would appreciate it if you could complete this review and provide a written response within [Number, e.g., 15 or 30] business days.

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you require any further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List of attached documents]