

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

[Date]

[Financial Institution Name]
[Escrow/Mortgage Department]
[Address]
[City, State, Zip Code]

RE: Escrow Account Balance Transfer Correction

Loan Number: [Your Loan Number]

Property Address: [Property Address]

Dear Customer Service Department,

I am writing to formally request a correction regarding the transfer of my escrow account balance. My loan was recently transferred from [Old Servicer Name] to [New Servicer Name], effective [Date of Transfer].

Upon reviewing my recent statements, I have identified a discrepancy in the balance amount transferred. According to my final statement from [Old Servicer Name], the remaining escrow balance was \$[Amount]. However, the starting balance reflected on my account with [New Servicer Name] is \$[Amount].

I have attached copies of the final statement from my previous servicer and the initial statement from the new servicer highlighting this error. Please investigate this matter and update my account to reflect the correct escrow balance immediately.

Additionally, please provide a written confirmation once the adjustment has been completed and ensure that this discrepancy does not affect my scheduled property tax or insurance payments.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the correction within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List of attached documents, e.g., Final Statement, New Account Summary]