

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

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

Re: Loan Number: [Your Loan Number]

Dear Customer Service Department,

I am writing in response to the recent escrow analysis statement dated [Date of Statement], which indicates a shortage in my escrow account in the amount of \$[Amount].

Please find enclosed a check for \$[Amount] to cover the full amount of the reported shortage. I request that you apply these funds immediately to balance the account.

Furthermore, as my loan has been [paid in full / refinanced], I am formally requesting the closure of this escrow account. Following the application of the enclosed payment, please process the final accounting and issue a check for any remaining surplus or overage to my mailing address listed above.

Please provide written confirmation once the shortage has been applied and the account has been officially closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]