

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

[Date]

[Mortgage Company Name]
[Attention: Escrow Department]
[Company Address]
[City, State, Zip Code]

RE: Request for Refund of Duplicate Escrow Payment
Loan Number: [Your Loan Number]
Property Address: [Property Address]

To Whom It May Concern,

I am writing to formally request a refund for a duplicate payment made toward my escrow account. It appears that two payments were issued for the same obligation, resulting in an overage.

The details of the duplicate payment are as follows:

- **Type of Payment:** [e.g., Property Taxes / Homeowners Insurance]
- **Payment Amount:** \$[Amount]
- **Date of First Payment:** [Date]
- **Date of Second Payment:** [Date]
- **Payee:** [e.g., County Tax Collector / Insurance Agency Name]

I have attached copies of [receipts/bank statements/notices] confirming that the payment was processed twice. As this has created an unintended surplus in my escrow account, I request that a refund check for the amount of \$[Amount] be issued and mailed to my address on file.

Please process this request within [Number] business days. If you require any further documentation, please contact me at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]