

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

[Date]

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

RE: Escrow Error Correction and Refund Request

Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request a correction of an error regarding my escrow account and a refund of the resulting overage.

Upon reviewing my most recent escrow analysis dated [Date], I discovered the following discrepancy: [Provide a brief description of the error, e.g., overpayment of property taxes, incorrect insurance premium calculation, or duplicate charge].

Based on my records, which I have attached for your reference, the correct amount should be [Correct Amount]. This error has resulted in an escrow surplus of \$[Refund Amount].

I request that you:

- Review and correct the error in my escrow account calculations immediately.
- Issue a refund check for the overage amount of \$[Refund Amount] to the address listed above.
- Provide an updated Escrow Account Disclosure Statement reflecting these changes.

Please process this correction and refund within [Number, e.g., 15] business days. If you require further information, please contact me at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List attached documents, such as tax bills or insurance receipts]