

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

[Date]

[Escrow Officer Name]
[Escrow Company Name]
[Company Address]
[City, State, Zip Code]

Re: Escrow Number: [Insert Escrow Number]
Property Address: [Insert Property Address]

Dear [Escrow Officer Name],

I am writing to formally request a review of the preliminary Closing Statement dated [Insert Date] regarding the above-referenced escrow account.

Upon initial review, I would like clarification or correction on the following items:

- [Item 1: Describe specific fee or discrepancy]
- [Item 2: Describe specific fee or discrepancy]
- [Item 3: Describe specific fee or discrepancy]

Please provide an updated statement or a detailed explanation regarding these charges to ensure all figures align with the original purchase agreement and loan disclosures.

I look forward to receiving the revised documents by [Insert Date] to ensure a timely closing. Please contact me at [Your Phone Number] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]