

[Date]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Monthly Escrow Reconciliation Report

Period Ending: [Month, Year]

Escrow Account Number: [Account Number]

To Whom It May Concern,

Pursuant to state real estate regulations and fiduciary accounting standards, this letter serves as the formal reconciliation report for the above-referenced escrow account for the period of [Start Date] to [End Date].

The reconciliation process confirms that the following three components are in balance:

- **Bank Balance:** The ending balance per the bank statement (adjusted for outstanding checks and deposits) is \$[Amount].
- **Checkbook Balance:** The ending balance in the internal register is \$[Amount].
- **Trial Balance:** The sum of all individual client ledgers is \$[Amount].

As of [End Date], the account is in balance with no unexplained variances or shortages identified. All individual ledger balances are supported by the adjusted bank balance.

Attached to this letter, please find the following supporting documents:

- Monthly Bank Statement
- Reconciliation Summary Report
- Outstanding Check List
- Detailed Trial Balance (Client Ledger List)

I hereby certify that I have reviewed the records and that the information contained herein is true and accurate to the best of my knowledge.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[License Number, if applicable]