

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

[Date]

[Mortgage Servicer Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Escrow Account Reconciliation Request
Loan Number: [Your Loan Number]
Property Address: [Property Address]

Dear Escrow Department,

I am writing to formally request a reconciliation and review of my property tax escrow account for the current tax year. Based on my records, there appears to be a discrepancy between the estimated tax payments and the actual assessments issued by the local taxing authority.

Specifically, I am requesting the following:

- A detailed history of all property tax disbursements made from my escrow account over the last 12 months.
- An updated escrow analysis reflecting the most recent tax bill issued by [Name of County/City Tax Office].
- An adjustment to my monthly mortgage payment if the current escrow collection exceeds or falls short of the actual tax liability.

I have attached a copy of my most recent property tax statement for your reference. Please review this information and provide a written explanation of any adjustments made to my account, as well as a copy of the new escrow projection statement.

Thank you for your prompt attention to this matter. I look forward to receiving the reconciled account details within 30 days.

Sincerely,

[Your Signature]

[Your Printed Name]