

**Date:** [Insert Date]

**Loan Number:** [Insert Loan Number]

**Property Address:** [Insert Property Address]

Dear [Borrower Name],

This letter serves as a revised disclosure regarding the escrow account associated with your mortgage. Following a recent review of your account, we have identified a shortage in your escrow balance. This revision supersedes any previous notices sent regarding your escrow adjustment for the upcoming period.

### **Reason for Revision**

[Insert brief explanation, e.g., updated property tax assessment, change in insurance premium, or error correction].

### **Escrow Analysis Summary**

- **Current Escrow Balance:** \$[Amount]
- **Required Minimum Balance:** \$[Amount]
- **Total Shortage:** \$[Amount]

### **Payment Options**

To address this shortage, please select one of the following options:

#### **Option 1: Pay the shortage in full.**

Please submit a one-time payment of \$[Amount] by [Date]. Your new monthly mortgage payment will be \$[Amount], effective [Date].

#### **Option 2: Spread the shortage over 12 months.**

The shortage will be divided over the next 12 months. Your new monthly mortgage payment, including the shortage repayment and updated escrow requirements, will be \$[Amount], effective [Date].

If we do not receive the full payment by [Date], we will automatically apply Option 2 and adjust your monthly mortgage statement accordingly.

If you have any questions regarding this revised disclosure, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Company Name]  
[Department Name]  
[Contact Information]