

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request for Escrow Account Modification
Loan Number: [Your Loan Number]

Dear Customer Service Department,

I am writing to formally request a modification to the escrow account terms associated with the above-referenced mortgage loan. Currently, my escrow account includes payments for [List current items, e.g., Property Taxes and Homeowners Insurance].

I am requesting the following modification: [Select one option below and delete the others]

- **Removal of Escrow Requirement:** I request to manage my own tax and insurance payments directly. I have enclosed proof of current insurance coverage and confirmation that all property taxes are paid to date.
- **Addition of Items to Escrow:** I request that you include [e.g., Flood Insurance/Supplemental Tax] into my monthly escrow payments.
- **Escrow Analysis Request:** I am requesting a formal re-analysis of my escrow account due to a significant change in [Tax assessment/Insurance premiums].

Please review my account and provide a written response regarding the approval of this modification. If approved, please send an updated monthly mortgage statement reflecting the new payment amount and the effective date of the change.

Thank you for your assistance. Please contact me if you require any additional documentation.

Sincerely,

[Signature]
[Your Printed Name]