

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: Mortgage Loan Account Number: [Loan Number]

Dear [Borrower Name],

This letter is in response to your inquiry regarding the escrow adjustment reflected on your recent mortgage payoff statement dated [Date of Statement].

Please be advised that your payoff balance includes an escrow adjustment of \$[Amount]. This adjustment is required to cover the following obligations:

- [Item 1: e.g., Unpaid Property Taxes]
- [Item 2: e.g., Outstanding Homeowners Insurance Premiums]
- [Item 3: e.g., Escrow Shortage/Overdue Analysis Balance]

The total payoff amount of \$[Total Payoff Amount] remains valid through [Expiration Date]. If payment is received after this date, a new statement will be required, and the escrow adjustment may be recalculated based on any new disbursements made from your account.

Upon receipt of the full payoff funds and the successful closing of your account, any remaining surplus in your escrow account will be refunded to you via check within [Number] business days.

If you have further questions regarding these calculations, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Lending Institution Name]