

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

[Date]

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

RE: Supplemental Tax Bill Payment Request  
Loan Number: [Your Loan Number]  
Property Address: [Property Address]

To Whom It May Concern,

I am writing regarding a supplemental property tax assessment I received from [County Name] for the property located at the address referenced above. The assessment notice is attached for your records.

Please select the appropriate action regarding this bill:

Please pay this supplemental tax bill from my existing escrow account. I understand that this may result in a shortage and a subsequent adjustment to my monthly mortgage payment during the next escrow analysis.

I have already paid this supplemental tax bill directly to the tax collector. Attached is a copy of the receipt for your records. Please do not issue a duplicate payment from my escrow account.

I am enclosing a check in the amount of \$[Amount] to be deposited into my escrow account specifically to cover this supplemental assessment. Please issue the payment to the tax collector upon receipt of these funds.

Please update my account records to reflect this action. If there are any issues regarding this request or if you require additional documentation, please contact me at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Supplemental Tax Bill / Payment Receipt