FINAL NOTICE: ESCROW ACCOUNT SHORTAGE

Date: [Insert Date]

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

This is a final notice regarding the shortage in your escrow account. As previously communicated in our prior notices dated [Insert Date of Previous Notices], your escrow account currently has a shortage due to an increase in [Property Taxes / Insurance Premiums / Other Fees].

Shortage Amount: $[Insert Amount]

As of [Insert Date], we have not received payment to cover this deficit. To ensure your mortgage remains in good standing and to prevent a significant increase in your monthly payment, you must choose one of the following options immediately:

- **Option 1: Pay in Full.** Submit a single payment of $[Insert Amount] by [Insert Deadline Date]. Your monthly mortgage payment will only adjust to reflect the new escrow disbursement levels.
- **Option 2: Spread the Shortage.** If no action is taken, the shortage will be spread over the next 12 months. Your new monthly mortgage payment will increase to $[Insert New Total Payment Amount], effective [Insert Effective Date].

Please send your payment to the address listed below or log in to your online account to make a payment.

[Insert Payment Address]
[Insert City, State, Zip]

Failure to address this shortage will result in the automatic adjustment of your monthly payment as outlined in Option 2. If you have already sent your payment, please disregard this notice.

If you have any questions, please contact our Customer Service Department at [Insert Phone Number] during the hours of [Insert Business Hours].

Sincerely,

[Insert Name/Department]
[Insert Mortgage Company Name]