

[Bank Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Street Address]
[City, State, Zip Code]

Subject: URGENT: Escrow Account Depletion Warning

Account Number: [Account Number]
Property Address: [Property Address]

Dear [Customer Name],

We are writing to inform you that your escrow account balance has reached a critically low level and is projected to be insufficient to cover upcoming payments for your property taxes and/or insurance premiums.

An analysis of your account indicates that [Reason for Depletion, e.g., an increase in property taxes/insurance rates]. As a result, your current monthly escrow contribution is no longer enough to maintain the required minimum balance.

To prevent an escrow shortage, you have the following options:

- **Make a one-time payment:** You may deposit \$[Amount] into your escrow account by [Date] to cover the projected deficiency.
- **Adjust your monthly payment:** Your monthly mortgage payment will be increased to \$[New Total Payment Amount] effective [Date] to account for the shortage.

If no action is taken, [Bank Name] may be required to advance funds to pay these bills on your behalf, which will result in a mandatory increase in your monthly mortgage payment to repay the advanced funds.

Please log in to your online banking portal or contact our Escrow Department at [Phone Number] between [Hours] to discuss your options or update your records.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]

[Title]

[Bank Name]