

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: INITIAL WARNING: Failure to Maintain Required Escrow Balance**

Dear [Recipient Name],

This letter serves as a formal warning regarding the escrow account associated with [Account Number/Contract Reference].

Upon a recent review of your account, we have noted that your current escrow balance has fallen below the minimum required amount of [Required Amount]. As of [Date], your current balance is [Current Balance].

According to the terms of our agreement dated [Agreement Date], you are required to maintain a minimum balance to cover [Taxes/Insurance/Other Obligations]. Failure to maintain this balance may result in [Late Fees/Contract Default/Interruption of Services].

**Required Action:**

Please deposit the deficiency amount of [Deficiency Amount] into your escrow account by [Due Date] to bring the account back into compliance.

If you have already made this payment, please disregard this notice. If you believe there is an error in our records, or if you are experiencing financial difficulties, please contact our billing department immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]