

## URGENT: ESCROW SHORTAGE NOTICE

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Loan Number: [Insert Loan Number]

Dear [Recipient Name],

This letter is to inform you of an urgent shortage in your escrow account. Following a recent analysis, we have determined that your current escrow balance is insufficient to cover upcoming payments for your property taxes and/or insurance premiums.

### Analysis Summary:

- Current Escrow Balance: \$[Amount]
- Required Minimum Balance: \$[Amount]
- **Total Shortage Amount: \$[Amount]**

This shortage is primarily due to: [Insert Reason, e.g., Increase in property taxes / Increase in insurance premiums].

### Required Action:

To resolve this shortage, please select one of the following options:

1. **Full Payment:** Pay the total shortage amount of \$[Amount] by [Date] to keep your monthly mortgage payment unchanged.
2. **Installment Plan:** Spread the shortage over the next 12 months. This will increase your monthly mortgage payment from \$[Current Amount] to \$[New Amount], effective [Date].

Please contact our Escrow Department at [Phone Number] or visit [Website] by [Deadline Date] to confirm your preferred option. If no action is taken, we will automatically apply the installment plan to your monthly billing cycle.

Failure to address this shortage may result in unpaid tax or insurance bills, which could lead to penalties or a lapse in coverage.

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Information]