

URGENT: ACTION REQUIRED REGARDING YOUR MORTGAGE ESCROW ACCOUNT

Date: [Insert Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Re: Loan Number: [Insert Loan Number]

Dear [Borrower Name],

Our records indicate that your mortgage escrow account currently has a deficit. This deficit has resulted in insufficient funds to pay the upcoming premium for your homeowners' insurance policy: [Policy Number/Carrier Name].

According to the terms of your mortgage agreement, you are required to maintain adequate hazard insurance on the property. If the escrow deficit is not resolved and the insurance premium is not paid by [Expiration/Due Date], we will be forced to obtain "Force-Placed Insurance" to protect the property.

Warning: Force-Placed Insurance is significantly more expensive than insurance you can purchase yourself and may provide less coverage.

To avoid force-placed insurance, you must take one of the following actions by [Deadline Date]:

- Pay the escrow shortage amount of \$[Amount] in full.
- Provide proof of a new or renewed insurance policy that has been paid in full.
- Contact our Escrow Department to discuss a repayment plan for the deficit.

Please send proof of insurance or payment to: [Insert Address/Email/Fax].

If you have already addressed this matter, please disregard this notice. If you have any questions, please contact our Customer Service Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Lender/Service Name]
[Department Name]