

[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Mortgage Company Name]  
[Mortgage Company Address]  
[City, State, Zip Code]

**RE: Request to Set Up Escrow for Homeowners Insurance**

**Loan Number:** [Your Loan Number]

**Property Address:** [Property Address]

To Whom It May Concern,

I am writing to formally request the establishment of an escrow account for my homeowners insurance payments associated with the mortgage loan mentioned above.

Please find the details of my insurance policy below:

- **Insurance Agency:** [Agency Name]
- **Insurance Carrier:** [Carrier Name]
- **Policy Number:** [Policy Number]
- **Annual Premium Amount:** \$[Amount]
- **Policy Period:** [Start Date] to [End Date]

I have attached a copy of my Insurance Declarations Page for your records. Please update my mortgage account to include the monthly insurance premium in my total mortgage payment. I understand that you will be responsible for paying the annual premium directly to the insurance provider from this escrow account moving forward.

Please notify me once this setup is complete and provide an updated monthly payment schedule reflecting the new escrow amount.

Thank you for your assistance. If you require any additional information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]