

[Date]

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

Subject: Welcome to Your Escrow Account - Loan Number: [Loan Number]

Dear [Customer Name],

Welcome to [Company Name]! We are pleased to inform you that your escrow account has been successfully established in connection with your mortgage for the property located at [Property Address].

What is an Escrow Account?

An escrow account is a convenient way to manage your property-related expenses. We collect a portion of your monthly mortgage payment and hold it in this account to pay your property taxes and homeowners insurance premiums on your behalf when they become due.

Account Details:

- **Initial Escrow Deposit:** \$[Amount]
- **Monthly Escrow Payment:** \$[Amount]
- **Estimated Annual Taxes:** \$[Amount]
- **Estimated Annual Insurance:** \$[Amount]

Next Steps:

You do not need to take any action at this time. We will monitor your tax and insurance billings and make payments directly to the respective agencies and insurance providers. You will receive an Annual Escrow Disclosure Statement each year, which summarizes the activity in your account and adjusts your monthly payment if there are changes in tax or insurance rates.

If you have any questions regarding your account, please contact our Customer Service Department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name].

Sincerely,

[Name/Department]
[Company Name]