

[Date]

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

**Subject: Notice of New Escrow Payment Amount**

Dear [Borrower Name],

We have recently completed an annual analysis of your escrow account. This review ensures that enough funds are collected to pay your property taxes and insurance premiums as they become due.

Based on our analysis, your monthly mortgage payment will change effective **[Date of Change]**.

**Payment Summary:**

- Current Total Monthly Payment: \$[Amount]
- **New Total Monthly Payment: \$[Amount]**

**Breakdown of New Payment:**

- Principal and Interest: \$[Amount]
- Escrow (Taxes and Insurance): \$[Amount]
- Escrow Shortage/Surplus Spread: \$[Amount]

**Reason for Change:**

The adjustment is due to: [Insert Reason: e.g., increase in property taxes / change in insurance premiums / escrow shortage].

If you have automatic payments (ACH) set up through us, we will update the amount automatically. If you use a third-party bill pay service, please update your payment amount before the effective date listed above.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Mortgage Company Name]  
[Department Name]  
[Contact Information]