

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Escrow Adjustment - Property Transfer

Property Address: [Full Address of Property]
Loan/Account Number: [Account Number]

Dear [Recipient Name],

This letter is to formally notify you of an adjustment to the property tax escrow account following the recent transfer of the property referenced above. Following a review of the updated tax assessment and the transfer of ownership recorded on [Date of Transfer], we have calculated a change in the required monthly escrow payments.

The adjustment is based on the following:

- Updated Property Tax Assessment: \$[Amount]
- Current Escrow Balance: \$[Amount]
- New Required Monthly Escrow Payment: \$[Amount]

The new monthly payment amount will go into effect on [Effective Date]. Please update your records and adjust your payments accordingly starting from that date. If you have set up automatic payments, the amount will be updated automatically by our system.

[Optional: Included with this letter is an Escrow Analysis Statement providing a detailed breakdown of these calculations.]

If you have any questions regarding this adjustment or believe there has been an error in the calculation based on the closing disclosures, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Your Printed Name]
[Your Title/Role]